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Illinois Business BULLETIN

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AT URBANA-CHAMPAIGN

A Publication of the Illinois Department of Commerce & Community Affairs

Jan M. Grayson
Director

Jim Edgar
Governor

October 1991

EXPO GOES INTERNATIONAL

The U.S. Small Business Administration, the U.S. Department of Commerce, the State of Illinois, the City of Chicago and the Chicago Association of Commerce and Industry will sponsor *Export Expo '91* on October 24-30 at McCormick Place in Chicago. *Export Expo '91* will showcase some of the nation's most innovative and inventive small companies in the Food and Dairy Industry who are interested in expanding their businesses into international markets. For more information on *Export Expo '91*, including registration procedures, hotel reservations, possible delegation arrangements and travel and tour information, contact the U.S. Small Business Administration Regional Office at 312/663-1906.

SMALL BUSINESS IS BIG BUSINESS AT THE EXPO

On November 14 and 15 the Chicago Association of Commerce and Industry (CACI) is sponsoring *The Chicago Small Business Expo*. This Expo will offer small businesses a chance to display their products and services for prospective purchasers and take notice of future suppliers. Along with the Expo will be a Counseling Center which will provide established entrepreneurs one-on-one counseling by professional consultants. Held at the Holiday Inn Mart Plaza, this is one Expo you won't want to miss. There is a nominal fee for the Kick-off breakfast; but, if you wish to attend just the seminars and exhibits, admission is free. For more information about the seminars and advanced registration call CACI at 312/580-6913.

PAPER, PLASTICS AND ALLIED EXPO

On October 12-14, DCCA will be attending the *Paper/Plastic and Allied Products Exposition* in New Orleans, Louisiana. DCCA will be sharing a booth space with Illinois Power from Decatur, Illinois. For more information on this Expo call Bunny Coates of Sherago Associates at 212/730-1050.

WAREHOUSE DISTRIBUTION AND TRANSPORTATION CONFERENCE

Illinois Power of Decatur will once again be teaming up with DCCA in a booth at the 1991 *Productivity Conference on Warehouse Distribution and Transportation*. The conference will take place on October 27-30 in Minneapolis, Minnesota. For more information call Robert J. Milko of National American Wholesale Grocers Association at 703/532-9400.

AGING INFORMATION

On October 9 from 9:00 a.m. to 3:00 p.m. at Jumer's Chateau in Bloomington, the Illinois Department on Aging and The East Central Illinois Area Agency on Aging will present the *Business Labor & Aging* seminar. The program will help you learn how to evaluate and meet the needs of an aging workforce. Cost is \$25. For more information call Michael J. O'Donnell at 309/829-2065.

AGRICULTURE DATA MADE PUBLIC THROUGH AGRICOLA

Western Illinois University and the Rural Economic Technical Assistance Center (RETAC) have provided, to the public, the database AGRICOLA, which references books, journal articles, technical reports, films, software and agricultural experiments from 1970 to the present. AGRICOLA collects reference information on a variety of agricultural subjects. For further information contact RETAC at 800/526-9943.

ONE VOICE FOR SMALL BUSINESS

The 12th *National Legislative Conference on Small Business Issues* will be held November 17-20 in Kansas City, Missouri. The conference will offer attendees the opportunities to exchange ideas with other government officials, legislators and small business experts, along with hearing presentations on model legislation and innovative programs to help develop effective initiatives suited to the needs of the small business community. For more information call the SBA's Office of Advocacy at 202/205-6531 or FAX your brochure request to 202/205-6928.

TECHNOLOGY EXPO

On November 14-15, the Drake Oakbrook Hotel will be the setting for the University of Illinois at Urbana-Champaign *Marketing Strategy for High-Technology Products Seminar*. This two-day seminar is designed to help professionals involved in high-technology products, from conception through distribution to the final consumer. For further information about this seminar call 217/333-9961.

BEST CORRECTION

The September bulletin recognized SIU-Carbondale for receiving a \$454,000 U.S. Department of Labor Award. We inadvertently omitted SIU's partner in the project, the Illinois Farmers Union-Training, Inc. We regret this error.

SEMINARS, CONFERENCES AND WORKSHOPS

MORAIN VALLEY BUSINESS AND INDUSTRIAL TECHNOLOGY INSTITUTE OFFERS WORKSHOPS:

- | | |
|-----------|--|
| October 8 | <i>Valuation of a Family Business or Closely Held Company</i> |
| 12 | <i>Thinking of Starting Your Own Business?</i> |
| 14 | <i>Is Government Contracting for You?</i> |
| 22 | <i>The Essentials of Exporting</i> |
| 30 | <i>You Can't Take It With You...But There are Steps You Can Take to Get it to Whom You Want! (Estate Planning)</i> |

For more information call 708/974-5735.

TRITON COLLEGE will sponsor *Spotlight on Women - Creativity, Connection and Change* on October 19, 1991, from 8:00 a.m. - 4:15 p.m. at the college Conference Center in River Grove. For further information call 708/456-0300, ext. 336.

MC HENRY COUNTY COLLEGE, International Business Studies Program, is offering the following five week courses: *International Business: The Pacific Rim* beginning October 2, 1991; and *International Payments and Banking* beginning November 6, 1991. For further information call Lillian Roy at 815/455-8534.

MC HENRY COUNTY COLLEGE will offer the following seminars:

- | | |
|-----------|--|
| October 8 | <i>The Organized Manager</i> |
| 9 | <i>Retirement Planning</i> |
| 10 | <i>Building and Keeping a Qualified Workforce</i> |
| 10 | <i>Customer Service</i> |
| 10 | <i>Doing Business with Japan</i> |
| 15 | <i>How to Make a Successful Presentation</i> |
| 17 | <i>Stress Management: The Economic, Legal and Health Impact of Employee Stress</i> |
| 24 | <i>Profitable Retail Selling</i> |

For more information call Susan Van Weelden at 815/455-8783.

COLLEGE OF DU PAGE OFFERS SEMINARS — The Business and Professional Institute of the College of DuPage will offer the following Small Business Seminars from 6:30 to 9:30 p.m.:

- | | | |
|------------|--|---------|
| October 17 | <i>Women In Business Ownership</i> | \$35.00 |
| 24 | <i>Starting a Home-Based Business</i> | \$35.00 |
| 29 | <i>Pension Plans- How to Administer the Plan</i> | \$35.00 |

For further information call 708/858-7148.

SAUK VALLEY COMMUNITY COLLEGE SBDC OFFERS THE FOLLOWING SEMINARS:

- | | | |
|-----------|--|---------|
| October 8 | <i>Safety Fundamentals for Supervisors</i> | \$110 |
| 8 | <i>Starting A Daycare Business</i> | FREE |
| 22 | <i>Tapping the Power of Advertising</i> | FREE |
| 23 | <i>Professional Presence</i> | \$25.00 |

For further information call 800/843-7430 ext. 302.

ROCKFORD PROGRAMS SLATED: Northern Illinois SCORE Chapter, Rock Valley SBDC and the Women's Business Owner's Advocacy program is sponsoring two workshops: October 19, *Writing a Business Plan* and November 9, *Cash Flow and Profit Planning*. These workshops are held on Saturdays at the Rock Valley College Technology Center. Cost is \$25.00 in advanced and \$30.00 at the door. For more information call 815/962-0122.

ROCK VALLEY COLLEGE SBDC is also offering the following courses:

- | | |
|-----------------------|---|
| October 7, 14, 21, 28 | <i>Developing Your Business Plan</i> |
| November 4, 11 | <i>Laws Affecting Your Small Business</i> |

For more information on these classes and others planned for the future call 815/968-4087.

ILLINOIS SMALL BUSINESS HOTLINE 1-800-252-2923

The ILLINOIS BUSINESS BULLETIN informs business organizations and leaders of key small business issues and activities and is a cooperative effort among the Illinois Department of Commerce and Community Affairs, The U. S. Small Business Administration and the Illinois Small Business Development Center Network. To include information in the ILLINOIS BUSINESS BULLETIN, write Luanne S. O'Shea, Department of Commerce and Community Affairs, 100 West Randolph, Suite 3-400, Chicago, Illinois 60601. Deadline for information is the 10th of each month, preceding publication date.

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December 1991

WORKSHOPS

SCORE BOARD

Going into business? Attend an all-day small business workshop provided by SCORE on December 12. This workshop is intended for those people who are planning to start a business or who have done so recently. For more information call 312/353-7723.

SCORE, along with Small Business Administration, will sponsor the following seminars in December: Building A Business Plan, International Trade, Management, and Taxes, Licenses, and Permits. There is a registration fee of \$15 per seminar (call for rates on International Trade Seminar). For more information call 312/353-7723.

The following workshops will be offered by SCORE's Northern Illinois Chapter, Rock Valley College SBDC and Women Business Owner's Advocacy program: December 5, Advertising for Small Business; and, January 18, Taxes and Tax Planning. These workshops are held on Saturdays at the Rock Valley College Technology Center. Cost is \$25 in advance and \$30 at the door. For more information call 815/962-0122.

On December 5 the Support Center of Chicago is sponsoring a workshop entitled "Sexual Harassment-Law and Humanity." Through lecture and participation in problem solving, learn how to recognize sexual harassment, understand its legal and human consequences, minimize its risks and deal with it effectively and appropriately. For more information call 312/606-1530.

GOVERNOR ENACTS LEGISLATION

The following bills affecting Illinois businesses have been signed by Governor Edgar: PA87-450 requires a written contract, not to exceed a two year extended service period, to every customer. Establishes terms for cancellation, refunds, prohibitions, enforcement and treble damages for injury to customer through violation of this Act. PA87-683 imposes additional limits on competition that a community's private retail merchants encounter from retail operations that are conducted by, or on property held or leased for the use of, institutions of higher learning. PA87-484 requires quarterly reports from incinerator and landfill operators indicating the quantity of waste received from each state. PA87-375 requires initial estimates and annual reports of jobs retained, created or lost because of State or local economic development incentives. Requires the State to consider economic assistance to displaced workers. Addresses transfers, closings and notices. PA87-282 requires mail order businesses to provide on all materials the legal name and address in which business is actually done.

REDUCE WINTER ENERGY WASTE AND IMPROVE PROFITABILITY

With winter weather upon us, learn how you can take the chill out of your business energy waste. A free, on site energy analysis can help you learn how to manage your energy usage this winter season. It takes two hours of your time and can result in savings of up to 25 percent of your annual usage. The staff provides low cost and no cost energy management recommendations for you to implement immediately. To request this free service contact Mark Enstrom through the Illinois Business Hotline at 800/252-2923.

IBAIL MEETS IN ROSEMONT

On December 4 the Independent Business Association of Illinois (IBAIL) will be holding their annual meeting at the Embassy Suites Hotel in Rosemont. The topic is Estate Planning; the guest speaker will be Mike Urbik from Hinsdale Financial Services. For more information and to reserve your seat call 708/692-5733.

SCHOOL DAYS REVISITED

Thinking about completing a degree or starting another? Funded under a Higher Education Cooperation Act grant, at least 29 universities and colleges have formed a consortia in the greater Chicago metropolitan area. The consortia offers a directory of upper-division and graduate classes. To receive a directory or more information about which colleges are involved, call Judy Bunzol or Ginny Canning at 708/296-5348.

LUNCH AND LEADERSHIP

U.S. Commerce Secretary Robert A. Mosbacher will be the featured guest speaker at the Illinois Manufacturers' Association (IMA) annual luncheon on December 6 at the Palmer House Hilton, Chicago. Cost is \$50 per person. For more information call Janet Garlich at 312/922-6575.

SHAWNEE ASSOCIATION SHAPES UP

Women in the Shawnee College area have expressed an interest in the formation of a Women in Business Group, serving as a resource and support group for women entrepreneurs or women considering entering the business community. If you are interested in joining this new organization contact Don Denny or Candy Eastwood at 618/634-9618 or 681/634-2242.

INTERNATIONAL MANAGER NAMED

We are pleased to announce that Romuald J. Poplawski has been named Manager of DCCA's International Business Division. Mr. Poplawski's past experiences include serving as Director of International Sales and Marketing for Lattice, Inc., a division of SAS Institute, Inc., and an independent consultant assisting major U.S. companies with global export and investment strategies.

SMALL BUSINESS INNOVATION RESEARCH (SBIR) WORKSHOP SCHEDULED

The U.S. Small Business Administration, the Support Center of Chicago and DCCA, will sponsor a Small Business Innovation Workshop (SBIR) workshop on January 23 in Chicago. The SBIR program is designed to direct specific research funding to small businesses and to help the entrepreneur develop, produce and commercialize new ideas and products. The cost is \$35 to attend. For more information about the SBIR workshop call 312/606-1530.

MCHEMRY COLLEGE SEMINARS SLATED

The following seminars are being sponsored by McHenry County College in December: The Competitive Edge, Time Management, Successful Supervising, and Starting Your Own Business: An Overview. For more information call Susan Van Weelden at 815/455-8783.

SUBCONTRACTING AND SMALL BUSINESS

The College of Lake County's Center for Economic Development will sponsor "Subcontracting Opportunities for Small Business Manufacturers" on December 13 from 7:30-11:00 a.m. Speakers are Percy Franklin of Motorola, Inc., and Lee Zollar of Sunstrand Aerospace. For more information call 708/223-3615.

NETWORK NEWS

The Evanston Business Investment Corporation SBDC and the NU/Evanston Research Park has scheduled a "Market Research Techniques" seminar on November 13. Chuck Heisinger, of Genesis Small Business Consultants, is the speaker. The seminar is from 7:30-9:00 a.m. at the Evanston Enterprise Building; the fee is \$5 per person. For more information call 708/866-1840.

Beginning in January, Rock Valley College PAC is sponsoring a course entitled Federal Procurement Buying. The course is designed to provide businesses and individuals interested in government business or already doing business with the government the maximum amount of information available in an easily understood format. For more information call 815/968-4087.

Danville Area Community College presents the following classes in January: "Global Competitiveness: A Strategic Plan" and "Strengthening Organizations Through Individual Effectiveness." For more information call 217/443-8777.

Daley College SBDC will be sponsoring a Business Start-up Forum on January 22. For more information contact Kathleen J. Dowling at 312/838-0333.

On December 4 CANDO will be holding its annual meeting with guest speaker Valerie Jarrett, the recently appointed Commissioner of Planning and Development. There will also be a presentation of the 1991 "Linkage, Cutting Edge and CANDO" awards. For more information contact Yolanda at 312/939-7171.

INTERNATIONAL INKLINGS

On December 10, DCCA's International Business Division will sponsor a Breakfast Workshop on "Insuring Overseas Credit Risks." How to analyze your credit risk exposure and the different ways in which to protect your business. The workshop will be held at the State of Illinois Building, 100 West Randolph, Suite 3-400, Chicago, from 8:30-10:30 a.m. To register, send your business card and a \$15 check made payable to DCCA-IBD, and forward to the above address, attention: Roxanne Warble. For more information call 312/793-4993.

International Mobile Communications Expo will be held from February 18-20 at the Las Vegas Convention Center. Over 730 companies will be exhibiting technology available to dealers and end users of mobile radio equipment. To register contact Dawn of Cardiff Publications at 800/525-9154.

Join the Matchmaker Trade Delegation to New Delhi and Bombay and discover what Columbus was after. The U.S. Department of Commerce Matchmaker Trade Delegation will depart January 13 and return January 17. The mission will be to enlarge the printing and graphic arts equipment market to the people of India. For more information contact Jeff Walker at 202/377-4456.

INTERNATIONAL TRADE SHOWS

January 8-12
CONSTRUCTION TURKEY
Istanbul, Turkey
Construction

February 15-19
AMBIENTE
Frankfurt, Germany
Housewares

March 3-5
WFF
Tokyo, Japan
Fashions

For more information call
DCCA's International Business
Division at 312/814-4957.

ILLINOIS BUSINESS HOTLINE 800/252-2923

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WORKSHOPS

Midwest Association of Family Business Owners will be the host of an informational meeting entitled "Recruiting and Retraining Quality Employees" on January 14. For more information contact Midwest Association of Family Business Owners at 708/323-2460.

An all day workshop entitled "Legal Aspects of Hiring and Firing" is being sponsored by The Management Association of Illinois on January 15. The workshop is being held at 2400 South Dowling, Westchester. For more information contact Louise Steibel at 708/562-9063, ext. 203.

Illinois Manufacturers' Association will be sponsoring the following conferences: January 22, "Total Quality Management: Keys to World Class Performance" and January 29, "Succession Planning How You, Your Business and Your Family Can Win." For more information contact Holly Hays at 312/922-6575, ext. 133.

The Illinois Chamber is sponsoring the following programs: "What you should know about environmental regulation," February 5 at the Holiday Inn East, Springfield, and February 11, at the Holiday Inn O'Hare, Chicago. This workshop will provide practical answers to Illinois employers on how to comply with the myriad of legal and regulatory provisions. "Discrimination in Employment," February 19 at the Holiday Inn East, Springfield, and February 27, at the Holiday Inn O'Hare, Chicago. This workshop will offer practical help to Illinois businesses concerning sexual harassment, Civil Rights Act of 1991, the American with Disabilities Act and other critically important legislation. For more information on these workshops call the Illinois Chamber's Center for Business Management at 800/621-4220.

PATENTED INFORMATION

Jeannie Oliver, Illinois State Library, Patent, Trademarks and Copyrights Office, is offering to speak in your area on "Intellectual Property Protection." Although there is no cost for the speaking engagement in the Springfield area, travel expenses will be needed for greater distances. If you are interested in having her speak in your area contact Jeannie at 217/782-5659.

TAX TIPS

Here are some of the more common requirement deadlines:

January 15

Form 1040ES - To be filed with the IRS if you need to make a fourth quarter 1991 estimated income tax payment.

January 31

Form W-2 - To be furnished to employees by employers.

Forms 940/941 - To be filed with the IRS by businesses that have employees.

Form 942 - To be filed with the IRS by those who employ household help.

Form 8300 - Required if your business received cash of more than \$10,000 in one or more related transactions in 1991. The original is due to the IRS 15 days after you receive the cash; a copy of the original (or similar information) is due to the payer on January 31.

Form 1099 - Must be furnished to recipients (individuals or partnerships) earning \$10 or more of interest and/or dividends or \$600 or more of rents, royalties, commissions, miscellaneous income and/or no-employee compensation.

February 28

Form 1099 - Copies of all 1099's issued are to be filed with the IRS on this date. You are required to report this information on magnetic media if you issued 250 or more 1099's for 1991.

Form W-2 - Copies are due to the Social Security Administration.

- To increase your retirement plan contributions you have until the due date of your 1991 tax return (including extensions) to make a contribution to a retirement plan and get a 1991 tax deduction. This applies to corporations and unincorporated businesses.
- Elect to expense your equipment—Generally, you must depreciate equipment and other personal property acquisitions over their estimated useful life. However, Section 179 of the Internal Revenue Code allows you to expense up to \$10,000 of equipment purchases per year. Your deduction is limited if your equipment purchases for the year exceed \$200,000.
- Hire your children in 1992— If you have an unincorporated business, hiring your children can achieve overall family tax savings. Your child can earn up to \$3,600 in 1992 (\$5,600 if the child makes and IRA contribution) without owing federal income tax on the earnings.

For more information contact D.J. Lessin & Associates at 312/321-1881.

WELLNESS WALKING

National Employee Health and Fitness Day (NEHFD), a non-competitive walking event originating in 1982, is designed to increase awareness of exercise and positive lifestyle habits at the workplace. This year the event will be held on May 13. For more information contact the Illinois Governor's Council on Health and Physical Fitness at 217/785-8216.

CITY DOWNSIZING

According to the City of Chicago Mayor's Office of Inquiry & Information, Mayor Richard M. Daley's 1992 recommended budget shrinks the size of City government, but includes more spending for public safety and a variety of other important programs. Chicago's 1992 budget includes layoffs of 1,067 employees and eliminating another 400 vacant positions. The Corporate Budget will be \$7 million less than this year, its first decrease since 1984.

IMA SHINES

The Illinois Manufacturers' Association (IMA) received first place in the 1991 Awards of Excellence in Government Relations program by the American Society of Association Executive. This is an honor given to the most innovative and effective government relations programs in the association community. The IMA's governmental affairs team, which ranked first in its division, was honored for its effective coalition building and grassroots lobbying effort that has benefited manufacturers and the overall business climate in Illinois.

HOME BOUND

According to the Washington Post there are 11.8 million people working out of their homes. If you have your own at-home business, Rosenthal Bros., Inc., would like to inform you of the proper insurance that is needed to protect your business. Amidst all the excitement of starting an at-home business, take the time to obtain the proper insurance to protect your business and all its assets. For an at-home business analysis call Rosenthal Bros., Inc., at 708/470-0600.

BUSINESS TRADE SHOWS

The National Candy Wholesalers Association Semi-Annual Conference will be held at the San Diego Convention Center from February 12-16. Over 600 companies will be exhibiting confectionary, snack food, tobacco products and other related items. For more information contact Dorothea Russell at 202/463-2124.

International Mobile Communications Expo, will be held from February 18-20 at the Las Vegas Convention Center. Over 730 companies will be exhibiting technology available to dealers and end users of mobile radio equipment. To register contact Dawn at Cardiff Publications at 800/525-9154.

The Society of Automotive Engineers International Congress and Expo Annual Conference will be held at Detroit's Cobo Hall from February 24-28. Over 600 companies will exhibit equipment, parts, components and systems for this industry. For more information contact Arthur Weldy at 414/776-4841.

Metalform '92 will be held at the Nashville Convention Center from February 23-26. Over 180 companies will be exhibiting new products, technologies and services for the metalforming industry. To register contact Precision Metalform Association at 216/585-8800.

SCORE BOARD

SCORE, along with SBA, will sponsor the following seminars in January: "Advertising;" "Government Procurement;" and, "Recordkeeping." There is a registration fee of \$15 per seminar. For more information call 312/353-7723.

NETWORK NEWS

From January 14-March 24, Rock Valley College PAC is sponsoring a course entitled Federal Procurement Buying. The course is designed to provide businesses and individuals interested in government business or already doing business with the government the maximum amount of information available in an easily understood format. For more information call 815/968-4087.

Daley College SBDC is sponsoring a Business Start-up Forum on January 22. For more information contact Kathleen J. Dowling at 312/838-0333.

The Greater North Pulaski Development Corporation SBDC will be sponsoring a seminar on January 22, from 8:00-10:00 a.m. entitled "Environmental concerns in owning and managing real estate: What businesses and Developers need to know about common problems, assessments and legal issues." For more information contact Dan Immergluck at 312/384-2262.

INTERNATIONAL INKLINGS

How to Get Where You're Going—On January 14, DCCA's International Business Division will sponsor a breakfast workshop on "Latin America." Are you interested in finding distributors in foreign countries? How to successfully market your product overseas? What trade opportunities exist abroad? Then this is the breakfast workshop for you. The workshop, which will place an emphasis on Latin America this month, will be held at the State of Illinois Center, 100 West Randolph, Suite 3-400, Chicago, from 8:30-10:30 a.m. To register send your business card and a \$15.00 check made payable to DCCA-IBD, and forward to the above address, attention: Roxanne Warble. For more information contact Brett Flickinger at 312/814-6029.

WORKSHOPS

The Illinois State Chamber of Commerce will be presenting the following all-day workshops: "Developing Flexible Benefit Plans" workshop will provide Illinois firms with important information on how to develop innovative methods of getting the most for your money. The workshop will focus on Internal Revenue Code Section 125 flexible benefit plans plus legal, administrative and employee relations aspects of flexible benefit programs. Two sessions of this workshop are set: January 28, at the Holiday Inn East, Springfield and January 30, at the Holiday Inn O'Hare, Chicago.

SBIR Workshop Scheduled—The U.S. Small Business Administration, the Support Center of Chicago and the Illinois Department of Commerce and Community Affairs, will sponsor a Small Business Innovation Workshop (SBIR) workshop on January 23 in Chicago. The SBIR program is designed to direct specific research funding to small businesses and to help the entrepreneur develop, produce and commercialize new ideas and products. The cost is \$35 to attend. For more information about the SBIR workshop call 312/606-1530.

INTERNATIONAL TRADE SHOWS

February 15-19
Ambiente
Frankfurt, Germany
Housewares

March 3-5
World Fashion Fair
Tokyo, Japan
Fashions

March 3-5
Medical Services Mission
Scandinavia
Medical Services

March 11-14
JETRO
Tokyo, Japan
Sporting Goods

March 24-26
Internecon/Semiconductor
Seoul, Korea
Electrical, Manufacturing
processing, assembly and testing

For more information call
DCCA's International Business
Division at 312/814-4957.

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WORKSHOPS

On February 19 The Illinois Chamber will sponsor **Discrimination in Employment** at the Holiday Inn East, Springfield, and February 27 at the Holiday Inn O'Hare, Chicago. This workshop will offer practical help to Illinois businesses concerning sexual harassment, The Civil Rights Act of 1991, the Americans with Disabilities Act and other critically important legislation. The Chamber will also sponsor, **What You Should Know About Environmental Regulations** on February 5 at the Holiday Inn East, Springfield, and February 11, at the Holiday Inn O'Hare, Chicago. This workshop will provide practical answers to Illinois employers on how to comply with the myriad of legal and regulatory provisions. For more information call the Illinois Chamber's Center for Business Management at 800/621-4220.

The Illinois Manufacturers' Association will be sponsoring the following conferences this month: **Employment Law Update**, on February 11 at the Gould Auditorium, Rolling Meadows; **How to Create and Protect Trade Secrets, Trademarks and Copyrights**, on February 20 at the Chicago O'Hare Marriott Hotel; and, **How to Use Your Business to Achieve Personal Financial Success** on February 25 at the IMA Executive Conference Room in Chicago. For more information contact Holly L. Hays at 312/922-6575, ext. 133.

CONSTRUCTION ZONE

Beginning on February 6 and continuing for 14 weeks, the City of Chicago, Department of Purchases, Contract and Supplies, and Turner Construction Company will present the "1992 Construction Management Training Program." It is designed to enhance the technical and managerial skills of minority, women and small local contractors. The program will be held from 6:00 - 8:00 p.m. every Tuesday and Thursday at City Hall. For more information call Anderine Jones at 312/347-1878 or Joe Hernandez at 312/744-4915.

NEW PRESIDENT FOR IEDN

Olie Musgrave, president/CEO, First Bank and Trust Company, Mt. Vernon, was elected president of the Illinois Economic Development Network at the one year old organization's last board meeting. The Network is administered by the Illinois Bankers Association and was created in November 1990 with the assigned mission to increase economic opportunity for Illinois citizens. Musgrave succeeds Harold Cox, executive vice president, Farmers State Bank and Trust Company, Jacksonville, who was the first Network president and creator of the IEDN concept.

AFFORDABLE HOUSING VIDEO AVAILABLE

The videotape and workbook of the highly successful video-conference "The Affordable Housing Challenge For The New Decade" is now available. Co-sponsored by the Illinois Bankers Association, the Illinois Economic Development Network (administered by the IBA) and the Illinois Association of Realtors, the video-conference attracted over 300 attendees. The entire four-hour videotape and workbook can be purchased for \$95 by IEDN members and \$125 by non-members. If you are interested in purchasing the videotape and workbook please contact Fred Straub or Charlene Knox in the Chicago IBA/IEDN office by phoning 800/878-2265, or for persons in the Chicagoland area, 312/876-9900.

ILLINOIS SHINES IN RESEARCH

Electrical engineering research papers from the University of Illinois at Urbana-Champaign are the third most influential papers in the United States, according to a survey published recently by Science Watch, the newsletter of the Philadelphia-based Institute for Scientific Information. The rating is based on how frequently each U of I paper was cited in other scientific reports published from 1986 through 1990. Citations of a paper reflect its impact within the scientific community. The survey compiled data from 38,535 articles, reviews and technical notes published in approximately 70 leading journals of electrical engineering.

OPPORTUNITIES FOR TRAINING AND DEVELOPMENT FIRMS

The Private Industry Council of Lake County, Illinois, is soliciting requests for proposals (RFP) to provide vocational, occupational and remedial training. PIC received Job Training Partnership Act funds which are awarded on a competitive basis to organizations for the delivery of training combined with job placement services. Individuals served include both unemployed and underemployed individuals. PIC will conduct an informational session on Tuesday, February 4, at 1:30 p.m. and a bidder's conference will be held Tuesday, February 11, at 1:30 p.m. Both will be held at the PIC office, 415 Washington Street, Suite 006, Waukegan. Training proposals must be received by PIC no later than Friday, March 6. To receive a copy of the RFP or to register for the information session and/or bidder's conference, contact Patricia Cox at 708/249-2200, ext. 28.

WELLNESS WALKING

National Employee Health and Fitness Day, a non-competitive walking event originating in 1982, is designed to increase awareness of exercise and positive lifestyle habits at the workplace. This year the event will be held on May 13. For more information contact the Illinois Governor's Council on Health and Physical Fitness at 217/785-8216.

BUSINESS TRADE SHOWS

The National Candy Wholesalers Association Semi-Annual Conference will be held at the San Diego Convention Center from February 12-16. Over 600 companies will be exhibiting confectionary, snack food, tobacco products and other related items. For more information contact Dorothea Russell at 202/463-2124.

International Mobile Communications Expo, will be held from February 18-20 at the Las Vegas Convention Center. Over 730 companies will be exhibiting technology available to dealers and end users of mobile radio equipment. To register contact Dawn at Cardiff Publications at 800/525-9154.

The Society of Automotive Engineers International Congress and Expo Annual Conference will be held at Detroit's Cobo Hall from February 24-28. Over 600 companies will exhibit equipment, parts, components and systems for this industry. For more information contact Arthur Weldy at 414/776-4841.

Metalform '92 will be held at the Nashville Convention Center from February 23-26. Over 180 companies will be exhibiting new products, technologies and services for the metalforming industry. To register contact Precision Metalform Association at 216/585-8800.

SCORE BOARD

The following workshops will be offered by SCORE's Northern Illinois Chapter, Rock Valley College SBDC and Women Business Owner's Advocacy program: March 7 — Marketing for a Small Business; and, April 4 — Cashflow and Profit Planning. These workshops are held on Saturdays at the Rock Valley College Technology Center. Cost is \$25 in advance and \$30 at the door. For more information call 815/962-0122.

SCORE News — Going into business? Attend an all-day small business workshop provided by SCORE on February 13. This workshop is intended for those people who are planning to start a business or who have done so recently. For more information call 312/353-7723.

NETWORK NEWS

Kankakee Community College SBDC will be sponsoring the following workshops: February 4-March 24, "Starting A New Business," a special eight-week course on how to own a business. On February 13 and February 20 "Before You Start" for those who have a business idea, but don't know where to begin. For more information about location and cost contact Jeanne Jenkins at 815/932-0376.

Daley College SBDC is sponsoring the following seminars: February 5, "Measuring the Performance of the Credit Department" and February 26, "Credit and Financial Analysis." These seminars are being presented by Joe Jackson of JMJ Financial Services. For more information call 312/838-0309.

Bradley University SBDC, Center for Executive and Professional Development, and the College of Business Administration will be hosting a three-day seminar entitled "Accounting & Finance for Non-Financial Managers." The program will run on February 7, 14 and 21. This program is designed for managers who have little or no formal training in finance or accounting. For more information call 800/552-1697 or 309/677-2377.

Daley College SBDC is sponsoring a Business Start-up Forum on February 19 and March 18. For more information contact Kathleen Dowling at 312/838-0333.

The College of Lake County PAC is sponsoring a half-day procurement workshop on February 21. "Mastering Military Quality Requirements" will explain what quality assurance representatives are looking for and how to solve problems before they happen. For more information contact the college at 708/223-3615.

Becky Doyle, Director of the Illinois Department of Agriculture, will address the Southern Illinois Women's Business Council at its Spring Meeting on March 26, 1992. The meeting, to be held at the SIU-Incubator, in Carbondale, will highlight Women in Agri-Business and the impact they make in three major areas of agriculture production: soybean, dairy and pork. Four commodity groups, the Illinois Soybean Program Operators Board, St. Louis District Dairy Council-Illinois Division and the Illinois Corn Marketing Board and the Illinois Pork Producers are sponsors of the meeting. For more information about the Council or the meeting, please call (618) 457-6299.

BUSINESS BEGINNINGS

The Illinois Manufacturers' Association (IMA) announced the formation of a business-education alliance with Northern Illinois University (NIU), the first large scale public/private partnership between business and education in Illinois. The IMA-NIU Alliance for Business is designed to provide total quality management and quality improvement training to members of the manufacturing workforce. Funding assistance to help offset the cost of company-wide training programs for eligible manufacturers will be offered by the State of Illinois Prairie State 2000 Authority. For more information contact Karen A. Klemens, IMA's director of communications, at 312/922-6575.

WORKING TOGETHER

Sexual harassment is unfair to employees, costly for employers and detrimental to morale and productivity. Working Partnerships, a division of Women Employed, is a management consulting and training service that promotes productive working relationships between management and staff. Working Partnerships consultants provide workshops and training sessions that help define sexual harassment and teach techniques for preventing it. For more information about the program call Susan Nelson at 312/782-3902.

CERTIFICATE OF BUSINESS AT A BUDGET

The University of Illinois-Chicago announces the Certificate in Business Administration, the Nation's first comprehensive alternative to an MBA for nonprofit managers. Unlike most MBA programs, the CBA program accommodates the busiest of schedules at a fraction of the cost. For more information contact Ed Allfrey or Peter Beck at 312/922-8707.

INTERNATIONAL INKLINGS

How to Get Where You're Going — On February 11, DCCA's International Business Division will sponsor a breakfast workshop on "Eastern Europe." Are you interested in finding distributors in foreign countries? How to successfully market your product overseas? What trade opportunities exist abroad? Then this is the breakfast workshop for you. The workshop, which will place an emphasis on Eastern Europe, will be held at the State of Illinois Center, 100 West Randolph, Suite 3-400, Chicago, from 8:30-10:30 a.m. To register, send your business card and a \$15.00 check made payable to DCCA-IBD, and forward to the above address, attention: Roxanne Warble. For more information contact Laura Skoko at 312/814-2091.

Computer Friendly — The U.S. Department of Commerce would like you to join their matchmaker trade delegation on March 30-April 3 to Hong Kong and Singapore. This matchmaker will position your firm in two of the world's most dynamic free markets-where demand for medical and computer technology offers unprecedented opportunities. For more information contact Yvonne Jackson at 202/377-2675.

INTERNATIONAL TRADE SHOWS

March 3-5
World Fashion Fair
Tokyo, Japan
Fashions

March 3-5
Medical Services Mission
Scandinavia
Medical Services

March 11-14
JETRO
Tokyo, Japan
Sporting Goods

March 24-26
Internecon/Semiconductor
Seoul, Korea
*Electrical, Manufacturing
processing, assembly and testing*

April 6-17
Proxy Mission
Dalian, Qingdao
Shanghai, Xiamen
China
Energy, Pollution Control

April 26-29
Host Ex '92
Toronto, Canada
Hotel, Restaurant Equipment

For more information call DCCA's
International Business Division at
312/814-4957.

ILLINOIS BUSINESS HOTLINE 800/252-2923

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Illinois Business BULLETIN

A Publication of the Illinois Department of Commerce & Community Affairs

Jim Edgar
Governor

Jan M. Grayson
Director

March 1992

WORKSHOPS

Workers' Compensation Workshop

The Illinois State Chamber of Commerce will present "Workers' Compensation: The Legal View" on Wednesday, March 18, 1992 at the Holiday Inn East in Springfield and Wednesday, March 25 at the Holiday Inn O'Hare in Chicago. The full day sessions will run from 9:00 a.m. - 4:00 p.m. and agenda items will include pre-employment physicals and the Americans with Disabilities Act as it relates to workers' compensation. Registration is \$135.00 for members and \$195.00 for non-members. For more information, call the Illinois Chamber's Center for Business Management at 800/621-4220.

Spring Network Conference

The Southeast Community Economic Development Association (CEDA) will be sponsoring a Community Development Small Business Conference on Friday, April 24, 1992, from 8:00 a.m. - 4:00 p.m. at the Holiday Inn in Alsip. Workshops will include such topics as "Community Development Strategies," "Procurement and Grant Assistance" and "Quality Service - the Success in Business." For reservations or information on booth space, please call 708/371-1220.

Chicago Board of Trade Free Seminar

The difference between stock options and futures options, floor trading strategies and options pricing models will be among the topics covered at the Chicago Board of Trade (CBOT) seminar from 8:00 a.m. - noon, on Tuesday, March 31 in the Western Illinois University (WIU) Union Sandburg Lounge. Gene Mueller, Education and Marketing Manager at the CBOT and a WIU alumnus, will present this seminar designed for grain merchants, traders, speculators, agribusiness people and WIU students. For reservations, call 309/298-1080.

LITERACY IN THE WORKPLACE

According to the Illinois Manufacturers' Association (IMA) \$30 billion a year is spent nationally on corporate training programs - with very little of it supporting basic skills training. The Secretary of State's Workplace Literacy Grant Program offers matching grants of up to \$10,000 to businesses, providing workers with on-site workplace basic skills instruction including reading, writing, math and English as a second language. Thirty-two Illinois businesses, mostly manufacturing companies, have taken advantage of over \$250,000 in state dollars to assess workplace literacy needs and design and implement on-site basic skills programs. For more information, contact Ann Belletire at 217/785-6926.

The IMA is sponsoring several conferences in March, including "Income Tax Planning," "Underground Storage Tanks," "How to Contest Cook County Property Taxes" and many more. For registration information, call 312/922-6575 ext. 133.

ENERGY EMPLOYMENT

The Illinois Department of Energy and Natural Resources (ENR) is awarding grants to employ high school juniors and seniors in energy-related fields. Ten students will be matched with organizations in their communities and paid \$800.00 a month. For more information on this summer employment program, contact Carol Perry at 217/785-3412 or call toll-free 800/252-8955.

ILLINOIS EXPORT MANUFACTURING NETWORK PROJECT

The Illinois Export Manufacturing Network project, launched by the Department of Commerce and Community Affairs (DCCA), is targeted to assist small- and medium-size businesses successfully pursue export markets. Conducted with funds provided under DCCA's Illinois Industrial Training Program, Export Manufacturing Networks (EMN's) provide a vehicle for companies to cooperate, collaborate and share costs with other companies to achieve together what none alone can achieve in export markets. Network "Brokers" manage the EMN's, providing or coordinating the services needed by the member companies. These services may range from a simple exchange of information to shared distribution channels in export markets, to joint development or production of new or improved products.

New opportunities, an edge in domestic and foreign markets and greater profit margins are but a few of the advantages to company participation. For more information on becoming a Broker or a member company, contact IEMN Project, Export Resource Associates, Inc., 203 North LaSalle Street, Suite 2100, Chicago, 60601, or call 312/558-1367.

EPA EXTENDS DEADLINE

According to the Management Association of Illinois (MAI), the Environmental Protection Agency (EPA) has extended its deadline for individual storm water permit applications until 10/01/92. Individual permits are required for firms that do not meet group or general permit requirements under the 1987 Clean Water Act. For more information, contact the EPA's Storm Water Permit Hotline at 703/821-4823.

The MAI will host a series of workshops during March, including "Lotus 123," "d-Base IV Introduction," "WordPerfect 5.1 Intro" and many others. For information on any MAI workshops, contact Charles Blanchard, 708/562-9063, ext. 204.

WOMEN IN BUSINESS

A group of local women business leaders are currently forming the Chicago Suburban Women's Business Council (CSWBC). The council, supported by the Small Business Administration (SBA) and the Illinois Department of Commerce and Community Affairs (DCCA), will work to address current women-owned business needs. If you are a female business owner interested in joining this organization, please contact Melissa Giovagnoli at 708/885-5644.

Women in the Shawnee College area have formed a Women in Business Group, serving as a resource and support group for women entrepreneurs or women considering entering the business community. The network group meets the second Thursday of every month beginning March 12, 1992. If you are interested in joining the new organization, contact Don Denny at 618/634-9618 or Candy Eastwood at 618/634-2242.

The Midwest Women's Center, on March 19, will hold a panel discussion with experts sharing non-traditional ways to earn a college degree. A "Support Group for Women in Career Transition" will meet on March 12 and 26. For more information on both, contact Marcia Medema at 922-8530.

NETWORK NEWS

The Private Industry Council (PIC) of Northern Cook County in partnership with Elgin Community College, The Golden Corridor, Northwest 2001, Oakton Community College, and William Rainey Harper College are sponsoring a one-day conference on "Diversity at Work." The conference is scheduled for May 1, 1992, at the Woodfield Hilton in Arlington Heights and will focus on providing information on managing a socially and culturally diverse workforce. For more information, please contact Fabienne Rogers, 312/288-2709 or Barbara Cohen, 708/359-3459.

The Kankakee Community College Small Business Development Center will host two "Before You Start" workshops. The first will be held March 12, 1:30 p.m. - 3:30 p.m. at The Business Center, 4 Dearborn Square, second floor conference room, Kankakee. The second workshop will be held March 19, 5:30 p.m. - 7:30 p.m. at Kankakee Community College, River Road, room L253 in Kankakee. The speaker at both workshops will be Jeanne Jenkins, Coordinator, Women's Business Development Center. Fee is \$5.00 per person, and pre-registration is required by phoning 815/933-0376.

The Kankakee Community College Procurement Assistance Center will sponsor a Federal Procurement Conference, May 1, co-sponsored by Congressman George Sangmeister. For more information, call John O'Gorman at 815/933-0376.

The Center for Business and Economic Development Small Business Development Center at Sauk Valley Community College offers a wide variety of seminars from Training Skills for Managers to Property Protection, all which can be customized for your inhouse training needs. For information, call Sauk College at 815/288-5511.

The Breakfast Club meets the first Wednesday of each month, from 7:30 a.m. - 9:00 a.m. at Moraine Valley Community College. Sponsored by the college's Business and Industry Training Institute, the Small Business Development Center, the Procurement Assistance Center, the Illinois World Trade Center and the Illinois Partnership for Business Development, the club provides an opportunity for participants to network with other business leaders. The cost, which includes a continental breakfast, is \$5.00. For more information, call the college at 708/974-5252.

The Small Business Development Center and the Procurement Assistance Center at Moraine Valley will also sponsor two other workshops, the first being an "Introduction to Government Contracting" on March 10, from 6:00 p.m. - 8:00 p.m. on campus at the Center for Contemporary Technology, Room T100, 10900 South 88th Avenue in Palos Hills. The other, "So You Want to Start Your Own Business," will be Saturday, March 14, from 10:00 a.m. - 12:30 p.m. at the same location. Topics will include personal finances and an overview of business planning. Fee for each workshop is \$30.00. For more information, call 708/974-5468.

INTERNATIONAL INKLINGS

On March 10, from 8:30 a.m. - 10:30 a.m. the Department of Commerce and Community Affairs' International Business Division will sponsor a breakfast workshop on the "Far East." The workshop will focus on issues and markets in Japan, China and Taiwan, presented by persons with hands-on experience in those areas. To register, send your business card and a \$15.00 check made payable to DCCA-IBD to DCCA, 100 West Randolph, Suite 3-400, Chicago, 60601. For more information, call Roxanne Warble at 312/793-4993.

The U. S. - ASEAN Council has arranged to sponsor a six city tour of American Ambassadors and Senior Commercial Officers to the ASEAN countries: Brunei, Darussalam, Indonesia, Malaysia, Phillipines, Singapore and Thailand. The Council is sponsoring the event to underline two of its members' central themes:

- a strong private sector-government partnership as the way to promote new trade and investment between the U. S. and ASEAN
- increased U. S. trade and investment in ASEAN resulting in a stronger American economy, more U. S. jobs, and a role in the world's premier economic growth region.

The tour highlight in Chicago will be an all-day seminar focusing on Agribusiness and Healthcare/Medical Services held on March 23, 1992. For further information, call Judy Lokken, International Trade Association of Greater Chicago, at 708/980-4109.

INTERNATIONAL TRADE SHOWS

March 24-26
Internecon/Semiconductor
Seoul, Korea
*Electronic Manufacturing, Processing,
Assembly & Testing*

April 6-17
Proxy Mission ~ Dalian Qingdao
Shanghai, Xiamen China
*Energy, Pollution Control, Electronic
Components & Testing Equipment*

May 11-14
Plast ~ Expo '92
Toronto, Canada
*Plastic Machinery, Materials, Service
& Equipment*

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WORKSHOPS

The Illinois State Chamber will present **Illinois Employment Laws and Regulations** on Thursday, May 14 at the Holiday Inn O'Hare, Chicago, and Tuesday, May 19 at the Holiday Inn East, Springfield, from 9:00 a.m. to 4:00 p.m. The workshop will focus on helping Illinois employers efficiently and effectively comply with Illinois laws and regulations governing the workplace. Registration for the full-day sessions is \$135.00 for Chamber members and \$195.00 for non-members. For more information, call toll-free 800/621-4220.

The Service Corps of Retired Executives' (SCORE) Quad City Chapter No. 432 presents a pre-business training workshop the first Wednesday of each month at the Chamber of Commerce, Moline Office. The three hour session is followed by one-on-one counseling. For more information, contact the Illinois Quad City Chapter at 309/797-0082 or write 622 19th Street, Moline, Illinois, 61265.

Although it is estimated that over 40 million Americans could be impacted by the Americans with Disabilities Act (ADA), some companies are not even aware of it, nor have they taken action to implement it. The Illinois State Chamber will host a full-day **Americans With Disabilities Act** workshop on May 5 and May 12 from 9:00 a.m. - 4:00 p.m. Timely issues include pre-employment physicals, benefit packages, alcoholism, drugs and AIDS policies, health care and workers' compensation. For more information and registration call 800/621-4220.

The Equal Employment Opportunity Commission (EEOC) is offering a free, two-part manual to assist employers with their compliance. Part technical assistance, part resource directory, the manual is available at no charge from the EEOC by calling 800/669-EEOC, or writing EEOC, Office of Communications, 1801 L Street, N.W., Washington, D.C., 20057.

DOING BUSINESS WITH THE STATE

The Minority and Female Business Enterprise (MAFBE) Act was designed to promote the economic development of minority and female owned businesses by providing access to and technical assistance in the procurement process for contracts with state agencies. The next Minority and Female Business Enterprise Orientation for Vendors who wish to become certified will be held in the State of Illinois Building, 100 West Randolph, Chicago, on Thursday, May 28, 1992, from 9:00 a.m. - 11:00 a.m. in Conference Room 033 on the 8th floor. For more information or registration, contact Dr. Hector Ortiz, 312/814-4190.

Prime contractors are seeking qualified MBE/WBE/DBE's for participation in construction-related projects within the State of Illinois. The Small and Minority Business Advocacy Section of the Department of Commerce and Community Affairs' (DCCA) Bureau of Business Development continues to library various blueprints and job specifications for on-site review by qualified contractors at 100 West Randolph, Suite 3-400, Chicago. For more information, call Manuel Suarez at 312/814-1885.

NETWORK NEWS

Could your business be more competitive? Should you be exporting? Can you compete for government contracts? These and other business questions can be answered by the professionals at the LOOP Small Business Development Center (SBDC). Serving the needs of existing Chicago-based small businesses, the LOOP SBDC is located on the third floor of the State of Illinois Center, 100 West Randolph, and provides one-on-one counseling, quality training and specialized services to help your business succeed. If your business is located in Chicago and could profit by information on general business assistance, international trade assistance, contracting assistance or new product development, stop by the LOOP SBDC or call 312/814-2829. For businesses outside the City of Chicago, call the Illinois Business Hotline at 800/252-2923 for the SBDC nearest you.

According to Patricia Saiki, Administrator, U.S. Small Business Administration, twenty million small businesses employ half the country's workforce, create two of every three new jobs, and generate a majority of American innovations. Each year since 1963, the President of the United States has designated a week in May as National Small Business Week. The 29th annual celebration of National Small Business Week, May 10 - 16, will spotlight the men and women who, through their independent entrepreneurial spirit, play a vital role building our communities and the economy. Awards will be presented in twelve categories: Minority Small Business Advocate, Women in Business Advocate, Veteran Small Business Advocate, Accountant Advocate, Financial Services Advocate, Media Advocate, Small Business Exporter, Young Entrepreneur, Entrepreneurial Success Award, Federal Government Small Business Prime Contractor, Federal Government Small Business Subcontractor, and the prestigious Small Business Person of the Year Award. A luncheon to honor the awardees, sponsored by the Chicagoland Chamber of Commerce, formerly CACI, will be held on Wednesday, May 6, at the Midland Hotel. For more information, call the Chicagoland Chamber at 312/580-6900.

ILLINOIS STARS IN FILM PRODUCTIONS

1991 set a new film production record for Illinois. Twenty-eight productions were filmed wholly or partially in the state, resulting in more than \$76 million in production revenues and 28,500 temporary jobs for Illinois residents. And 1992 is starting out strong with several productions scheduled to begin filming, including "Home Alone 2," "Groundhog Day," "Excessive Force," "Polish Hill," and Harpo Productions'

"The Denise Marth Story." Says Suzy Kellett, director of the Illinois Film Office, "Starting this Spring, moviegoers will be hard pressed to find a movie to see that was not made in Illinois."

BUSINESS, INC.

New domestic business incorporations rose by 8.4 % in February for the eighth consecutive monthly increase. With 5,052 new domestic filings in the first two months, the yearly total is ahead of the comparable period of last year by over 400 filings or 8.8 %.

SUBSTANCE ABUSE IN THE WORKPLACE

The Illinois Department of Alcohol and Substance Abuse (DASA) reports that 15% of Illinois' workers are impaired by alcohol or other drug abuse problems, costing Illinois industry nearly \$5 billion each year in reduced worker productivity. A substance abuser in the workplace functions at slightly more than half his or her normal capacity; is absent up to 16 times more than the average employee; has an accident rate that is four times greater than other workers; uses 1/3 more illness and accident benefits than other workers; and is responsible for 47% of industrial injuries and fatalities. But studies show that treatment works and can effectively reduce the cost of substance abuse. For a copy of "Creating a Drug Free Workplace - A Guide for Illinois Business" write: Drug Free Workplace Coordinator, Office of the Attorney General, 100 West Randolph, 12th Floor, Chicago, Illinois, 60601.

FAMILY LEAVE SURVEY

According to results from a healthcare survey conducted by the Illinois Manufacturers' Association (IMA), 80% of Illinois manufacturers are opposed to either federal or state-mandated family leave legislation. However, nearly half have adopted a formal company policy to address family and/or medical leave for employees, enabling them to meet individuals' needs while reflecting company practices and priorities. Says IMA President Gregory Baise, "Businesses, despite popular belief, aren't opposed to the 'family leave' concept in general but...believe that family leave policies should be implemented by an individual company."

SPRING CONFERENCE

The Illinois Development Council (IDC) will join forces with the Illinois Association of Corridor Councils (IACC) to host their 23rd Annual Spring Conference: "Community Development: Revitalizing the Economy." To be held at the Ramada Renaissance in Springfield May 18 - 20, the conference will feature speakers and discussion on topics such as "Telecommunications and Local Economic Development," "Promoting Manufacturing Networks," "The University's Role in Community Development," and "Community Development for Rural Communities." Contact the IDC for registration and membership information: IDC Office, P. O. Box 7130, Deerfield, Illinois, 60015.

BILINGUAL TECHNICAL TRAINING FOR HISPANICS

THC Consultants, a division of The Hispanic Computer, Inc., provides adult bilingual (English/Spanish) technical training at skill levels ranging from the basics to more technically advanced job skills. Private individualized courses, as well as customized courses designed for the corporate client, are presented on or off site and include literacy, math, computer and technical training. For fees, locations and other information, contact I. M. Hofmann at 708/253-8013 or write: THC Consultants, The Hispanic Computer, Inc., P. O. Box 477, Mt. Prospect, Illinois, 60056-0477.

DEADLINE FOR BUSINESS BULLETIN MATERIALS

Please submit any materials for inclusion in the Illinois Business Bulletin to: Jodi Csar, IDCCA, 100 West Randolph, Suite 3-400, Chicago, Illinois, 60601, by the 10th of the preceding month.

INTERNATIONAL INKLINGS

The McHenry County College (MCC), in conjunction with the U. S. Department of Commerce, the International Trade Association and the U. S. and Foreign Commercial Service, is sponsoring "Export Documentation: What You Need to Know." This seminar provides a hands-on approach to introduce small businesses to the many sources of export assistance available and covers areas of documentation important to any exporter: Shippers Letter of Instruction, Shippers Export Declaration, Letter of Credit requirements and other documents. Scheduled for Tuesday, May 19 from 8:00 a.m. - 12:00 noon, in Room B168-169 at MCC, the fee is \$26.00 and includes a continental breakfast. Contact Laurie Mihevc, Coordinator of Seminars and Workshops, at 815/455-8752 for registration information.

"The North American Free Trade Agreement: Emerging Commercial Opportunities for Canada, Mexico and the United States" will be the theme of the International Trade Association of Greater Chicago's Eleventh Annual World Trade Week Conference and Trade Exposition. Co-sponsored by the Illinois Department of Commerce and Community Affairs (DCCA) and the State of Illinois' Canada and Mexico Offices, the conference will be held on May 20, 8:30 a.m. - 5:00 p.m., at the Rosemont/O'Hare Exposition Center, 9291 Bryn Mawr in Rosemont. Participation fee is \$100.00. For information and registration call 708/980-4109.

DCCA will sponsor a breakfast workshop on Tuesday, May 12 from 8:30 a.m. - 10:00 a.m. This "Western Europe" workshop will focus on issues and markets in Belgium, Germany, France, Italy, Spain and the United Kingdom. To register, send your business card and a \$15.00 check made payable to DCCA-IBD to DCCA, 100 West Randolph, Suite 3-400, Chicago, Illinois, 60601 or contact Charles Reed at 312/814-2088 for more information.

As part of "Illinois Salutes France," DCCA will also present two "Doing Business in France" seminars. On May 12, in co-sponsorship with the Chicagoland Chamber of Commerce, the French American Chamber of Commerce and the French Trade Commission, this seminar will be held from 8:00 a.m. - 2:00 p.m. at the Hotel InterContinental, 505 North Michigan Avenue, Chicago, in the King Arthur Room on the Third Floor. On May 19, the seminar will be at the Radisson Hotel, at 101 Trade Centre Drive, Champaign-Urbana Room, Champaign, from 12:30 a.m. - 4:00 p.m. in co-sponsorship with Bradley University, Central Illinois Exporters' Association and the French Trade Commission. Cost for the Chicago session is \$60.00; Champaign is \$20.00. Contact DCCA's International Business Division for registration information at 312/814-7164.

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INTERNATIONAL TRADE SHOWS

May 11-14

Plast - Expo '92

Toronto, Canada

Plastic Machinery, Material, Service and Equipment

May 12-16

EXPOMIN

Santiago, Chile

Construction, Mining, Equipment and Services

May 20-23

International Business Show

Tokyo, Japan

Office Equipment

May 25-29

Envitec

Dusseldorf, Germany

Environmental Protection Technology

June 11-13

IBEX

Hong Kong

Construction Equipment

Illinois companies doing business in energy, telecommunications, electronics/printing, agribusiness, construction/new building materials, environmental protection, food processing or plastics are invited to participate in Illinois China Trade Mission '92. The mission will visit Beijing and Shanghai between August 4-13, 1992, and includes technical seminars and business appointments. For more information contact Glenn Ma, 312/814-6051, or fax 312/814-6581.

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Illinois Department of Commerce

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Illinois Business BULLETIN

A Publication of the Illinois Department of Commerce & Community Affairs

Jim Edgar
Governor

Jan M. Grayson
Director

June 1992

WORKSHOPS

Managing Stress During Organizational Change is the topic of a June 10 workshop sponsored by McHenry County College. From 8:30 a.m. - 11:30 a.m. or 1:00 p.m. - 4:00 p.m., this seminar is for human resource professionals, managers or supervisors who want to positively effect employee productivity, morale and company benefits. The \$40.00 fee includes a 35-page workbook, audio tape and breakfast or snack. For more information, contact Laurie Mihevc, Coordinator of Seminars and Workshops, at 815/455-8752.

Examine the legal, tax, psychological and planning issues involved in transferring a family business to the next generation in **Estate Planning for Family and Small Business Succession Issues**. Presented by the College of DuPage Business and Professional Institute, this seminar will be held Thursday, June 25 from 6:30 p.m. - 9:30 p.m. at the Open Campus Center, Room 128B. Cost is \$50.00. For more information, contact John J. Sygielski at the Small Business Development Center (SBDC), 708/790-1197.

Employment Law Issues - Federal and State will be sponsored by the Illinois Manufacturers' Association (IMA) from 9:00 a.m. - 4:30 p.m. Thursday, June 25 at the Oak Brook Marriott Hotel, 1401 West 22nd Street in Oak Brook. Cost is \$125.00 for IMA members, \$185.00 for non-members. Contact Holly Hays, Director of Conference Services at 312/922-0675, ext. 133 for more information.

NETWORK NEWS

Moraine Valley Community College offers counseling for small businesses on Thursdays from 9:00 a.m. - 2:00 p.m. at the college's Center for Contemporary Technology, 10900 S. 88th Ave. in Palos Hills. Sponsored by the college's Small Business Development Center (SBDC) and offered by members of Senior Corps of Retired Executives (SCORE), counseling is also available Wednesday evenings and at other times by appointment. To make an appointment call the SBDC at 708/974-5468.

Advantage 2000, a Business Fair for veterans, minorities, women and dislocated workers, will be held on June 26, from noon - 9:00 p.m. at the Collinsville Convention Center, now Gateway, I-55 at Rt. 157. Sponsored by the U. S. Small Business Administration (SBA), Southwestern Small Business Development Center (SBDC), Southern Illinois University at Edwardsville (SIU-E) and Kaskaskia Community College, cost is \$2.50 per person and will feature approximately 24 one-to-one break-out sessions, focusing on topics of special interest to small businesses and individuals interested in starting a small business. Booth space is also available. For more information contact Rick Russell at the SBDC, 618/692-2929.

Blackhawk College's Business and Industry Center, along with Blackhawk's Small Business Development Center (SBDC), will sponsor "Developing a Low Cost Advertising Plan for Your Small Business" on June 17 from 6:00 p.m. - 10:00 p.m. This training session will focus on preparing and producing a small business marketing communications plan and cost is \$17.00. Contact Patti Franklin at 309/755-2200 for more information and registration.

WORKPLACE LITERACY SURVEY IN THE MAIL

Businesses throughout the State of Illinois are currently being asked to participate in a unique and important workplace literacy survey. The survey, developed by the Illinois Literacy Council, will be mailed to over 5000 Illinois businesses in June and responses are requested within two weeks. All information provided by respondents will be kept strictly confidential and used for statistical purposes only. Results will help the Council shape state-wide planning and programming for workplace literacy, while targeting state resources to aid private sector efforts to improve employee basic skills. Copies of the report will be available this Fall from the Illinois Literacy Council. For more information regarding literacy in the workplace, contact Ann Belletire, 217/785-6921.

STATE CHAMBER SELECTS NEW PRESIDENT

Sally A. Jackson, a top official in Governor Edgar's administration and former director of the Illinois Department of Employment Security, has been selected as the new president of the Illinois State Chamber of Commerce, the state's largest and most broadly based business organization. The President of the Illinois Chamber is a full-time, paid officer with responsibility for statewide operations and the Chamber's chief spokesperson on issues before the Illinois General Assembly. Ms. Jackson succeeds Lester W. Brann, Jr., a 35-year veteran of Chamber of Commerce management, who retired after 25 years as President.

FLOOD RECOVERY FOR CHICAGO BUSINESSES

According to City of Chicago Flood Recovery Services, business owners affected by the flood who wish to apply for disaster assistance can call representatives from the Federal Emergency Management Administration (FEMA) and the Small Business Administration (SBA) at 800/572-5757. Workers who lost wages due to the flood emergency may call the Illinois Department of Employment Security, Monday through Friday, 7:00 a.m. - 6:00 p.m. at 800/327-4473.

BUSINESS OVER BREAKFAST

The Chicagoland Chamber of Commerce will sponsor a "Business over Breakfast" program on Friday, June 26 from 8:30 a.m. - 10:00 a.m. at 200 North LaSalle, Suite 600, in Chicago. The purpose of this program is to accommodate members who cannot attend regularly scheduled luncheons or after-hours activities. The program includes a guest speaker, informal discussions and an introduction to other Chamber members who share your interests in business growth and expansion. Cost is \$12.00 for members, \$15.00 for non-members, and includes a continental breakfast. Call 312/580-6913 for reservations.

PARKLAND COLLEGE OFFERS NEW PROGRAM

The Illinois Lumber and Material Dealers Association (ILMDA) has established a two-year Building Materials Management degree program at Parkland College in Champaign in response to a lack of qualified personnel in the retail lumber industry. The program, beginning in the Fall, will prepare graduates for positions in sales, yard and store management, human resources and finance. For more information, contact Bob Laursen at 217/351-2481.

ENVIRONMENTAL UPDATES

The U. S. Environmental Protection Agency (EPA), in April, released its final rule defining the meaning of "security interest" exemption in the Comprehensive Environmental Response, Compensation and Liability Act, also known as the Superfund Act. According to the final rule, the exemption excludes those holding security interest from environmental liability if they have not participated in the management of the facility. This clarification will help relieve banking industry concerns regarding borrowers with potential environmental problems. EPA indicated that it has initiated work to propose a similar rule to define the "security interest" exemption contained in the Resource Conservation and Recovery Act - a move necessary to alleviate lenders' fears of potential liability arising from loans to owners of underground storage tanks. For more information, contact the U. S. EPA Superfund Hotline at 800/424-9346.

The Illinois Manufacturers' Association (IMA) reports new registration fees, requirements and corrective action to be imposed on owners of small heating oil tanks. The new bill, P. A. 87-323, requires business owners or operations who have heating oil underground storage tanks of 110 gallons or greater in use after September 6, 1991, to register the tank(s) with the Office of the Illinois State Fire Marshall's Division of Petroleum and Chemical Safety by July 1, 1992. A fee of \$100.00 per tank is required. All heating oil tanks registered after July 1, 1992, will be assessed a registration fee of \$500.00. For more information, contact the State Fire Marshal's office at 217/785-5878.

OSHA CONSULTATION

The Department of Commerce and Community Affairs' (DCCA) Industrial Services section is responding to numerous requests for technical information, consultation and speakers on the new Occupational Safety and Health Administration (OSHA) Blood Borne Pathogen Standard recently finalized by the U. S. Department of Labor. And, due to recent extensive on the job training and special classes at the OSHA Training Institute, the Consultation Program can now respond to requests from the construction industry for on-site construction consultation. Construction consultants are available in Springfield and Chicago. Call 312/814-2337 for more information.

FARMS AND FINANCE

The University of Illinois at Urbana-Champaign reports it has established the Center for Farm and Rural Business Finance for the purpose of examining farm lending programs and improving capital and credit to U. S. farmers and rural businesses. Established in January, the Center will analyze land prices, farm debt, federal crop subsidies and other issues affecting farmers. Other potential research projects include the impact of environmental regulations on farming and rural businesses and an evaluation of the Farmers Home Administration loan program. The Center, funded by a \$125,000 federal grant, with additional money contributed by the Illinois Farm Development Authority, plans to share its findings with farmers, lenders and policy-makers. For more information, contact Mark Ruetter, Business and Law Editor, at 217/333-0568.

INTERNATIONAL INKLINGS

Trade Leader, a newsletter serving Illinois' international business community, made its debut in May. Designed to inform Illinois businesses and development agencies of current trade opportunities around the world, *Trade Leader* is printed monthly by the Department of Commerce and Community Affairs (DCCA). For information on how to obtain a copy of *Trade Leader*, contact Ed Forkel at 312/814-2853.

The International Trade Center (ITC) at the College of DuPage will present "Proceed to Export" on Friday, June 12 from 8:00 a.m. - 11:30 a.m. This half day workshop will provide new exporters with practical information needed to enhance their understanding of export mechanics. Cost is \$45.00 and pre-registration is required. Contact Leigh Janko at 708/858-2800, ext. 2616 or 3052 for more information.

The Department of Commerce and Community Affairs (DCCA) will present ISO 9000 on Wednesday, June 24 from 7:45 a.m. - 5:00 p.m. at the Chicago Marriott, 540 North Michigan Avenue in Chicago. ISO 9000 is the quality standards which the International Standards Organization has developed for businesses which operate or intend to operate within the European Community. This conference will provide concise and timely direction on achieving ISO 9000 certification. For more information contact Roxanne Warble at 312/814-7164.

The International Trade Center (ITC) at Southern Illinois University at Edwardsville (SIU-E) is sponsoring "Doing Business in Korea: Opportunities & Prospects" on June 8. From 8:00 a.m. - 1:30 p.m. at the Marriott Pavilion in St. Louis, cost for this event is \$55.00 and includes lunch. Contact the World Affairs Council, 314/361-7333, for information and registration.

The ITC at SIU-E will sponsor "Export Manufacturing Network Training" at the University Center's Oak Room on June 10. From 8:00 a.m. - 4:30 p.m., this event will feature speakers from Export Resource Associates. Cost is a \$5.00 luncheon fee and reservations are required. Contact the ITC, 618/692-2452, for further information.

ILLINOIS BUSINESS HOTLINE 800/252-2923

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INTERNATIONAL TRADE SHOWS

June 11-13
IBEX '92
Hong Kong
Construction Equipment

June 14-21
International Fair
Poznan, Poland
All Industries

September 14-18
Compute USA/International
Informatics Trade Fair
Sao Paulo, Brazil
Telecommunications, computers
and software

September 22-24
USA TECH
Monterrey, Mexico
Industrial Machinery

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August 1992

WORKSHOPS

How to Maximize Your Business Insurance Dollar is the title of two full-day workshops sponsored by the Illinois State Chamber of Commerce. Held Tuesday, August 25 at the Holiday Inn East in Springfield and Thursday, August 27 at the Holiday Inn O'Hare in Chicago, cost is \$135.00 for Chamber members, \$195.00 for non-members. This workshop is especially helpful to small business owners and operators and features a "guided tour" of types of available business insurance including general liability, automobile, property and disaster planning. Call 800/621-4220 for information and registration.

McHenry County College (MCC) hosts **How to Protect Yourself from a Retirement Plan Audit** on Thursday, August 27 in Room B168-169 at MCC, 8900 U.S. Highway 14 in Crystal Lake. This workshop will focus on appropriate investment strategies necessary to make your retirement plan audit-proof. Also discussed will be profit sharing, 401K, Keogh and Defined Benefit Plans. Cost is \$35.00. Contact Laurie Mihevc at 815/455-8752 for more information.

Southeastern Illinois College offers a series of one-day personal computer seminars. Subjects include DOS, word processing, spreadsheets and dBase. Contact Becky Williams at 618/252-5001 for additional information.

Bilingual technical training is available to Hispanics through THC Consultants, a division of The Hispanic Computer, Inc. Courses are presented on or off site and include literacy, math, computer and technical training at all skill levels. For more information, contact M. Hofmann at 708/253-8013 or write: THC Consultants, The Hispanic Computer, Inc., P.O. Box 477, Mt. Prospect, Illinois, 60056-0477.

Moraine Valley Community College offers a series of seminars, workshops and conferences in **basic mediation skills** through their new Center for Peace and Conflict Resolution (CPCR). For more information, contact Dr. Henry C. Allan, Jr., 708/974-5226.

NETWORK NEWS

The Small Business Development Center (SBDC) at McHenry County College houses a full-time SBDC Director who provides small business counseling, information and referral for existing businesses within the McHenry County College district. New or start-up businesses in that area are encouraged to seek assistance from the local Service Corps of Retired Executives (SCORE) at the Crystal Lake Chamber of Commerce. For more information regarding small business assistance, procurement assistance and/or export assistance, contact Don Glaze, SBDC Director, at 815/455-6098.

The Center for Business and Economic Development at Sauk Valley Community College presents "Understanding Sexual Harassment and Misconduct" on Tuesday, August 11, from 2:00 p.m. - 5:00 p.m. Issues to be explored include sexual harassment in employment, hostile work environment, responding to complaints and creating an anti-harassment workplace. Cost is \$70.00. Contact the Center at 815/288-5511 for information and registration.

The Small Business Development Center (SBDC) at Sauk Valley provides a wide range of services to both start-ups and existing businesses in that area. Available services include individual business consultations, referrals to government agencies, assistance with business plans and loan packaging, and low cost seminars, workshops and training programs. For more information contact Darlene Knipe, Business Advisor, at 815/288-5605.

WOMEN IN BUSINESS

The Women's Business Development Center (WBDC) will present a "Workshop for Women Business Owners: Expanding Your Market to Government and Corporate Buyers" on Tuesday, August 25 from 1:00 p.m. - 3:00 p.m. at the WBDC seminar facilities, 8 South Michigan Avenue, Suite 400 in Chicago. Designed for established women business owners, this workshop will focus on the advantages and intricacies of becoming certified as a Women's Business Enterprise through the Women's Business Enterprise Initiative and other certifying agencies. Registration is \$25.00 and includes all materials. For more information or registration, call Hedy Ratner at 312/853-3477.

The Entrepreneurial Woman's Conference VI and the Women's Business and Buyers Mart will be held September 17, 1992, from 7:30 a.m. - 5:30 p.m. at the Hyatt Hotel, 151 Wacker Drive, in Chicago. This year's conference "Survival: The Challenge of the 90's" will feature workshops covering topics such as Business Checklist for Established Businesses; The Mechanics of a Business Plan; Low and No Cost Marketing Strategies; and Financial Options for Your Business. Speakers include Mary Ann Jackson, founder and CEO of My Own Meals, Cindy Richards of the Chicago Sun-Times and Barbara Proctor, President of Proctor and Gardner Advertising. For more information and registration contact the Women's Business Development Center at 312/853-3477.

"How to Access Financing" is the focus of a Women's Business Development Center (WBDC) workshop to be held Thursday, August 20 at the WBDC, 8 South Michigan Avenue in Chicago. For a \$20.00 registration fee, learn about loan opportunities through banks and/or government entities, as well as how and where to find other forms of financial assistance. For further information and registration contact the WBDC at 312/853-3477.

COMMITMENT TO COMMUNITY

Continental Bank N. A. has established the Community Reinvestment Act (CRA) Statement for 1992 to provide information to the public about the bank's efforts to identify and help meet the credit needs of the local community, including low and moderate income areas. Continental offers creative risk management and cash management products and services to help businesses enhance and protect their economic vitality. Types of available credit and credit related products include letters of credit, employee stock ownership plan loans, loan participations, joint ventures, loans to small businesses, and asset-based financing secured by account receivables, inventory and equipment. To obtain a current CRA statement, or to make comments or suggestions, write Mr. Kurt P. Stocker, CRA Marketing Officer, Continental Bank N. A., 231 South LaSalle Street, Chicago, Illinois, 60697.

BUSINESS BULLETIN DEADLINE

Materials for inclusion in the September *Illinois Business Bulletin* must be received by August 10, 1992. Write: *Illinois Business Bulletin*, IDCCA, 100 West Randolph, Suite 3-400, Chicago, Illinois, 60601 or call 312/814-3114.

ENVIRONMENTAL UPDATES

Improve your bottom line through reduced energy waste with help from the Illinois Department of Commerce and Community Affairs' (DCCA) Small Business Energy Management Program. With low cost and no cost energy management recommendations, DCCA staff can help you reduce energy waste by up to 25%. This on-site energy analysis takes just two hours and is provided to Illinois small businesses free of charge. To request this free service, or obtain additional program information, contact Mark Enstrom through the Business Assistance Hotline at 800/252-2923.

The Illinois State Chamber of Commerce, Center for Business Management, will present "Environmental Workshop - Getting to the Bottom(line) of Key Issues." To be held Wednesday, August 12 at the Holiday Inn O'Hare in Chicago, this all day session will provide an update and review of Illinois and Federal regulatory matters such as the Clean Water Act, stormwater management, spill prevention and counter measures and the Voluntary Cleanup Program. Contact the Illinois Chamber's Center for Business Management at 800/621-4220 for information and registration.

Join recyclers, manufacturers, business representatives, governmental officials, educators and other interested individuals at the Twelfth Annual State of Illinois Recycling Conference on August 13-14 at the Woodfield Hilton and Towers in Arlington Heights. This year's conference "Recycling: An Industrial Revolution" is hosted by the Illinois Recycling Association (IRA) and the Illinois Department of Energy and Natural Resources (IENR) and includes sessions on Office Recycling, Tire Recycling, Reporting Guidelines, Cost and Funding, and Household Hazardous Waste. Registration fees vary, so contact Paul Kelly at the IRA, 312/939-2985, for more information.

INTERNATIONAL INKLINGS

"Introduction to International Business" is offered by the McHenry County College on Thursdays, August 27 - September 24 from 7:00 p.m. - 9:50 p.m. Designed for business persons needing general information, extra skills or insight into tomorrow's job market, this practical introduction to the opportunities and challenges of international business will present an overview of international markets, resources available to firms, and potential strategies existing in exporting and importing. For more information, contact MCC Coordinator of Seminars and Workshops at 815/455-8752.

The International Trade Center (ITC) at the College of DuPage presents "How to Sell Overseas: World Trade Outlook," beginning Tuesday, September 8 and running for six consecutive Tuesday evenings. To be held at McDonald's Hamburger University in Oak Brook, this comprehensive series will provide participants the step-by-step knowledge necessary to develop and expand export sales. Taught by specialists in international trade, topics will include assessing export potential, methods of export promotion, selecting overseas distributors, shipping procedures and payment methods. Registration fee is \$170.00 and includes all materials. For more information or to register, contact the ITC at 708/858-2800, ext. 2616.

The International Trade Association of Greater Chicago (ITA/GC) will host "India: New Trade and Investment Opportunities for U. S. Firms" on September 16 at the Midway Motor Lodge, 1600 Oakton in Elk Grove Village. Beginning at 5:30 p.m., the cost for this dinner meeting is \$25.00 for ITA/GC members, \$35.00 for non-members. Call 708/980-4109 for information and registration.

TRADE SHOWS

August 16-19
NATIONAL HARDWARE SHOW
American Hardware Manufacturers
Association
McCormick Place East and North
Chicago, Illinois

August 2-4
**National Sporting Goods
Association**
McCormick Place East and North
Chicago, Illinois

August 30 - September 2
**National Association of Chain Drug
Stores**
Sheraton Chicago Hotel and Towers

ILLINOIS BUSINESS HOTLINE 800/252-2923 TDD relay: 800/526-0844 (hearing impaired)

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NETWORK NEWS

GET THE FACTS

As stated in the August 10 edition of the Wall Street Journal, most jobs will be created through the development of small- and medium-sized businesses. The Illinois Department of Commerce and Community Affairs, the Chicago Small Business Development Centers and the Leadership Resource Group of Chicago present an Open House to show small- to medium-sized businesses how to tap into the multitude of resources available in the Chicago area. Join Illinois, the Chicagoland Chamber of Commerce, Harris Bank, Chicagoland Enterprise Center, and a host of others, at the the Entrepreneurial Resource Day being held on September 9 in the State of Illinois Center Auditorium at 100 W. Randolph Street from 10:00am to 2:00pm. For reservations call 312/838-0366.

SUBURBAN COUNSELING

Counseling for small businesses is available on Thursdays from 9am-2pm at Moraine Valley Community College in Palos Hills. Counseling is also available Wednesday evenings and at other times by appointment. The counseling, sponsored by the college's SBDC, is offered by members of SCORE (Service Corps of Retired Executives) in the Center for Contemporary Technology, 10900 S. 88th Ave., Palos Hills. Those interested must make an appointment by calling the SBDC at 708/974-5468.

STEPS TO SUCCESS

Joliet Junior College SBDC and the Women's Business Development Center present **SEMINARS FOR SUCCESS**. Seminar topics are to include Marketing Ideas for Small Business, Business Planning, Financing, Advertising and Business Loan Application. All sessions meet at the Louis Joliet Renaissance Center. For more information or to register call 815/727-6544, ext. 1312.

TAUGHT ON TUESDAYS

BEFORE YOU START fall sessions will be held on the first Tuesday of every month. Sessions are designed to provide prospective entrepreneurs an overview of what it takes to start a small business. Two sessions will be held daily: 9:00 to 11:00am and 6:30 to 8:30pm. There is a \$10 registration fee. All sessions meet at the Louis Joliet Renaissance Center. For more information or to register call 815/727-6544, ext. 1312.

Joliet Junior College is also offering several business courses: *ABC's of Employment-Interviewing*, October 5, 12 and 19, from 6:00 to 9:00pm; *Managing and Resolving Conflict*, October 15 through November 12 (Thursdays) 6:30 to 9:30pm; and *Legal Issues in Employment and Management Supervision*, November 16, 23 and 30 from 6:30 to 9:30pm. For more information and registration contact the Joliet Junior College's Business Development Center at 815/727-6544, ext. 1312.

Hiring Effective Personnel will be held Tuesday, September 15, from 6:00 to 10:00pm. Hosted by the Small Business Development Center at Triton College, 2000 Fifth Ave., River Grove, call 708/456-0300 ext. 246, for details.

BUSINESS BULLETIN DEADLINE

Materials for inclusion in the October Illinois Business Bulletin must be received by September 10, 1992. Write: Illinois Business Bulletin, DCCA, 100 W. Randolph, Suite 3-400, Chicago, IL 60601 or call Cindy Panayotovich at 312/814-2334, or fax 312/814-2807.

WORKSHOPS

Congressman William O. Lipinski will be sponsoring a **Federal Procurement Seminar** for area small businesses on Monday, September 14, at the William Tell Holiday Inn, 6201 Joliet Road, Countryside. Registration begins at 8:00am; the seminar runs from 9:00am to 3:00pm. Procurement specialists from various federal buying agencies and the U.S. Small Business Administration will speak and be on hand to answer any questions about contracting with the federal government. For more information and to register please contact Holly Gaudreau at 312/866-0481. This seminar is free of charge.

How to Access Financing is the title of a workshop sponsored by the Women's Business Development Center. The workshop will be held September 10 from 12:00pm-1:30pm at the WBDC, 8 S. Michigan Ave. Registration is \$20; registration and prepayment are required. This workshop will tell you how and where you can find financial assistance through banks and/or government entities. For further information and to register call 312/853-3477.

The Family in Business: Generation to Generation, September 18, 1992. Sponsored by the Midwest Association of Family Business Owners, this day-long conference presents a unique opportunity for family members to deal with a variety of family business issues. Topics are identified by family business owners. The conference culminates with an evening dinner/ theatre event. For more information or to register call 708/323-2460.

WOMEN IN BUSINESS

AND THE SURVEY SAYS . . .

For the first time, a new survey will provide a comprehensive look at Illinois' women-owned businesses, their needs, and the ability of government to help them achieve greater success. The survey is being undertaken by the Department of Commerce and Community Affairs in partnership with DePaul University's Small Business Institute, Secretary of State George H. Ryan and the Women's Business Development Center. Survey results will be tabulated to provide a baseline on such issues as trends in women's business ownership participation, changes in business size, industry distribution and demographics. If you would like more information about the DCCA/DePaul joint effort please contact Mollie Cole, Women's Business Advocate, at 312/814-7176.

The Women's Business Development Center (WBDC) will present "Before You Start Your Business" workshops on Tuesday, September 8, from 12:30 to 3:00pm, Thursday, September 10, from 5:30 to 8:00pm, and Thursday, September 24, from 12:30 to 3:00pm, at the WBDC, 8 South Michigan Ave., Suite 400. Registration (\$30) and prepayment are required; seating is limited. For further information or to register call 312/853-3477.

"Fast Track to Business Ownership" is the focus of the Women's Business Development Center (WBDC) workshops to be held at the WBDC, 8 S. Michigan, Suite 400. The four-workshop series, including materials, with optional individual consultation by the Center's business consultants, is \$100. Registration and prepayment required. Seating is limited. For further information call 312/853-3477.

INTERNATIONAL INKLINGS

Exporter's Forum: Creative Export Financing. International factoring, forfeiting and countertrade are examples of the types of alternative international trade financing available to today's exporter. The forum will be held on September 30 in Glen Ellyn at the College of DuPage, Open Campus Center, Room 128, from 7:00 to 9:00am. The fee is \$12. A reservation is required. For further information or to register call the SBA/DCCA International Trade Center at 708/858-2800, ext. 2616.

International Trade Executive Certificate Program is a comprehensive 5-day course providing executives with practical training in all aspects of establishing or expanding international business activities. Conducted by the University of Illinois, the Illinois World Trade Center Association and the City of Chicago, the program will be held in Chicago starting September 17, for five consecutive Thursdays. For more information contact Ron Gjerde, Illinois World Trade Center, at 312/467-0550.

McHenry County College offers a course on **International Materials Purchasing** beginning Thursday, October 8, for 10 sessions (October 8 through December 10) from 7:00 to 9:50pm. Investigating the process, available resources and costing methods used in evaluating non-U.S. sourced goods will be discussed. For information contact Lillian Roy at 815/455-8534.

INTERNATIONAL TRADE SHOWS

September 9-12, 1992

International Tool Machine Show
National Machine Tool Builders Association
McCormick Place All Buildings
Chicago, Illinois

October 1-4, 1992

International Marine Trades Exhibits and Convention
National Marine Manufacturers Association
McCormick Place East
Chicago, Illinois

November 12-13, 1992

Chicago Small Business Expo
Chicago ExpoCenter
350 N. Orleans
Chicago, Illinois
For more info call: 312/580-6913

ILLINOIS BUSINESS HOTLINE 800/252-2923. . . . TDD relay: 800/526-0844 (hearing impaired)

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WORKSHOPS

Leadership in the Family Business. October 13, 1992. **Assessing the Financial Health of Your Business.** November 10, 1992. Sponsored by the Midwest Association of Family Business Owners, these dinner/seminars will be held at Kennessey's Cypress Restaurant in Hinsdale, from 5:30-8:30 p.m.. For more information or to register call 708/323-2460.

The Service Corps of Retired Executives (SCORE) is sponsoring a full-day workshop on **Retirement Planning** on October 10, a half-day workshop on **Writing a Business Plan**, October 22 and **Cash Flow & Profit Planning** on November 12. All workshops are held at Rock Valley College Tech Center, 3301 N. Mulford Rd., Rockford. For more information or to register call 815/962-0122.

Pricing for Profit: Strategies & Tactics. Sponsored by the Executive Development Center, University of Illinois at Urbana-Champaign, this intensive two-day seminar to improve your pricing decision-making abilities will be held in Chicago at the Tremont Hotel on November 5-6. The fee of \$900 includes luncheons, refreshments and all classroom materials. For more information or to register call 217/333-9961.

Marketing Strategy for High-Technology Products, sponsored by the Executive Development Center, University of Illinois at Urbana-Champaign. Participants in this highly interactive two-day seminar will learn a new approach for examining the critical issues in marketing a high-technology product or service. The seminar will be held at the Drake Oakbrook Hotel on November 12 and 13. The fee of \$900 includes luncheons, refreshments and all classroom materials. For more information or to register call 217/333-9961.

ADA Warning – The Illinois Manufacturers' Association is warning against individuals claiming to be "government certified" as Americans with Disabilities Act (ADA) consultants. There is no such thing as an ADA certification program under federal or state law. Report anyone claiming this certification to the Better Business Bureau at 312/444-1188.

Illinois Catalogs in Japan – The leading Japanese Housewares newspaper would like to receive catalogs on new Illinois products for no charge news items. Send them to Mr. Kenichi Nishiyama, Kateiyohin Shinbum, 3-4-19 Kitahorie, Osaka 550, Japan.

Clean Air Information – USEPA's Control Technology Center NEWS has announced availability of "The Clean Air Act Amendments of 1990 Guide for Small Businesses." The guide is designed to provide a broad overview of the Act's major requirements and their effects on small businesses - specific regulations still are being promulgated and will be for several years. To order call the CTC Hotline at 919/541-0800.

Partners For Progress – Entrepreneurial Resources Day was held September 9 at the State of Illinois Center in Chicago. Twenty-eight private sector representatives joined with the City of Chicago, the Department of Commerce and Community Affairs, Daley College, the Service Corps of Retired Executives and seven Small Business Development Centers to address business needs and answer inquiries. Approximately 100 businesses and associations made reservations for the event which represented a new level of cooperation and partnership between the state, the city of Chicago, the federal government, the private sector, business organizations, the media and the Small Business Development Center Network.

Private sector supporters involved were Checkers; Simon & Rosner; The Chicagoland Chamber of Commerce; the Chicagoland Enterprise Center; Grant Thornton; Illinois Bell; The Haines Group; Rome and Assoc. Ltd.; the German American Trade Assoc.; Harris Trust & Savings; Ralph G. Moore and Associates; The Chicago Daily Defender; La Raza News; and, Extra News.

If your business is looking to expand or just strengthen its bottom line, contact the Illinois Business Hotline, Tuesday through Thursday between 10 a.m. and 2 p.m., at 800/252-2923 for the SBDC located nearest you. If your organization is interested in getting involved as a sponsor or service provider call Pete Ramirez at 312/814-3604.

Environmental Updates – Moraine Valley Community College's Environmental Institute provides short-term, intensive training for professionals working with asbestos, chemical regulations, environmental audits, hazardous worker training and confined work space. The institute, located in the Center for Contemporary Technology on campus, 10900 S. 88th Avenue, Palos Hills, offers introductory and advanced courses covering a broad spectrum of environmental issues. To register call 708/974-2110; for course information call 708/974-5415.

NETWORK NEWS

Opportunity Knocks Business Expo '92, sponsored by the Mt. Prospect Chamber of Commerce, will be held on October 8 from 4:30-7:30 p.m. at Bristol Court Banquets in Mt. Prospect. For additional information on participating call the Chamber at 708/398-6616.

The Small Business Development Center at Moraine Valley Community College in Palos Hills recently expanded its services to the small business community. New services include loan packaging and the creation of a computer "drop-in" center which provides software to help develop business plans. The center is available for use during the day as well as evenings. Those interested should make an appointment by calling the center at 708/974-5468.

WOMEN IN BUSINESS

DCCA is one of seven co-sponsors of **Illinois Women '92 Conference**, a conference for women entrepreneurs and professionals to be held on November 6 and 7 at the Springfield Hilton Hotel. This two-day event will offer numerous, concurrent educational sessions focusing on special interest topics ranging from business ownership and the political environment to furthering corporate and government careers. Keynote speakers include Faye Wattleton, moderator of "The Faye Wattleton Show," a new national television talk show; Beverly Duran, Avon's 1992 "Woman of Enterprise" award winner and Chairman of the Board, Carretas, Inc., an Albuquerque based company; and, Jeri Sedlar, editor-at-large, *Working Woman* magazine. Registration brochure and information on how to exhibit are available upon request by calling 217/944-9350.

The Women's Business Development Center at Kankakee Community College will sponsor "**Networking '92**" in recognition of "National Women in Business Week." Featured speakers are Joyce Knauff, Women in Business Advocate of the Year for 1992 in the State of Illinois and Beth Kljajic, President-Chicago Chapter of the National Association of Women Business Owners. The event will be held at the Kankakee Country Club on October 22, 1992, from 5:30 -7:30 p.m. Cost is \$10. Contact Joann Seggebruch at 815/933-0376 for more information.

BUSINESS BULLETIN DEADLINE

Materials for inclusion in the November Illinois Business Bulletin must be received by October 10, 1992. Write: Illinois Business Bulletin, DCCA, 100 W. Randolph, Suite 3-400, Chicago, IL, 60601, or call Cindy Panayotovich at 312/814-2334, or fax 312/814-2807.

SEMINARS

Triton College Small Business Service Center, 2000 Fifth Avenue, River Grove, will hold the following October seminars on campus: **Marketing of a Small Business**, October 13, from 6-10 p.m.; **Tax Basics for the Small Business Owner**, November 3, from 9 a.m.-12 noon; **Tax Specifics for Individuals**, November 3, from 1-4 p.m.; **Construction/Subcontractor Selection**, November 25, from 7-10 p.m.; and, **Creative Ways to Finance Your Small Business**, December 8, from 6-10 p.m. For fee information or to register call 708/456-0300, ext. 246.

Sauk Valley Community College Center for Business & Economic Development, 173 IL Rt. 2, Dixon, will hold the following October seminars on campus: **Beginning Lotus 1-2-3**, October 1, 8, 15, from 12:30-3:30 p.m.; **How to Hire the Right People**, October 22, from 8:30 a.m.-3:30 p.m.; **Humor in the Workplace**, October 28, from 8-9:30 p.m.; **Cure for the Common Computer Virus**, October 29, 12:30-3:30 p.m.; and, **Quality Forum VIII Videoconference: Leadership, Innovation and Discovery**, October 1, from 9 a.m.-12 noon. For fee information or to register call 815/288-5511 or 800/755-SAUK, ext. 302.

McHenry College Center for Commerce and Economic Development will hold the following October seminars on campus: **Self-Esteem and High Performance**, October 1, from 9 a.m.-4 p.m.; **Effective Business Writing**, October 2 from 9 a.m.-4 p.m.; **Successful Supervising**, October 6 from 9 a.m.-4 p.m.; **Assertive Communication to Resolve Conflicts**, October 7, from 9 a.m.-4 p.m.; **Introduction to Lotus 1-2-3**, October 7, 14, 21, from 9 a.m.-12 noon; **Dealing with Difficult People**, October 8, from 8:30 a.m.-12 noon; and, **Strategies for Improving Quality of Services and Administration**, October 13-14, from 9 a.m.-4 p.m. For fee information or to register call 815/455-8752 or 815/455-8783.

The Small Business Development Center at Kankakee Community College will present an 8-week course on **How to Own a Business**. This course is specifically designed for prospective business owners and current business owners who want to develop a business plan. Featured speakers include Cathy Kopechy of KC Business Directions, Shirley Hoffman of Marketscope and numerous area professionals and successful business owners. The class will meet consecutive Tuesdays, October 6 through November 24, from 6:30-9:00 p.m. at the Kankakee Community College. Cost of course is \$70. For information call Joann Seggebruch at 815/933-0376.

The University of Chicago Graduate School of Business presents **1992 Mind Your Own Business Forum** at the Monroe Club, Harris Bank Building, 23rd Floor, 111 W. Monroe, Chicago. Entrepreneurs' goals will be reflected in their choice of market position, rate of growth, financing vehicles and how they share equity. Come and explore how different targets led entrepreneurs to build different kinds of successful businesses. Schedule is as follows: October 5, **Staying Private**, featuring Dave Carlson, COO and co-founder of Enterprise Systems, Inc.; October 19, **Going Public**, featuring Ed Kaplan, CEO and co-founder of Zebra Technologies; and, October 26, **MYOB Soiree: The Entrepreneurial Network!** Take advantage of a powerful network of street-wise managers—your fellow MYOB members. For more information or to register call 312/702-7727.

The Illinois Manufacturers' Association will sponsor the following fall conferences:

Environmental Liability for Property Owners, October 1 from 8:30 a.m.-Noon, at the Meadows Corp. Center-Bldg B.

Employment Law Conference-Federal and State, October 6 from 9 a.m.-4 p.m. at the Oak Brook Marriott Hotel.

Drowning in Workers' Compensation Premiums, October 14 from 9 a.m.-Noon, at the Holiday Inn Oak Lawn Hotel, Oak Lawn.

The IMA's Fifth Annual Environmental Compliance Conference and Exhibition, October 21-22 at the Chicago Museum of Science and Industry, Chicago.

Employer's Guide to OSHA/EPA Compliance, November 5 from 9 a.m.-4 p.m. at the Hilton Lisle Hotel, 3003 Corporate West Drive, Lisle.

Sales Tax Update, November 10 from 9 a.m.-4 p.m. at the Hilton Lisle Hotel, 3003 Corporate West Dr., Lisle.

Employer's Guide to OSHA/EPA Compliance, November 12 from 9 a.m.-4 p.m. at the Holiday Inn, Rolling Meadows.

Almost Everything You've Wanted to Know About Transportation Issues, November 17 from 9 a.m.-4 p.m. at the Illinois Institute of Technology Rice Campus, Wheaton.

Workers' Compensation in Illinois and the Employer's Paperwork Dilemma, November 19 from 9 a.m.-4 p.m. at the Oak Brook Marriott Hotel, Oak Brook.

For fee information or to register call Holly L. Hays-Vilegas, Director of Conference Services, at 312/922-6575, ext. 133.

ILLINOIS BUSINESS HOTLINE 800/252-2923. . . . TDD relay: 800/526-0844 (hearing impaired)

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INTERNATIONAL TRADE SHOWS

October 1-4
**International Marine Trades
Exhibits and Convention**
*National Marine Manufacturers
Association*
McCormick Place East
Chicago, Illinois

October 13-15
National Premium/Incentive Travel
McCormick Place
Chicago, Illinois

October 16-18
National Office Products
McCormick Place
Chicago, Illinois

October 26-28
INTERBEV '92
McCormick Place
Chicago, Illinois

October 27-29
PC EXPO
McCormick Place
Chicago, Illinois

November 8-12
PACK EXPO '92
McCormick Place
Chicago, Illinois

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Illinois Business BULLETIN

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Jim Edgar
Governor

DEPOSITORY

Jan M. Grayson
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November 1992

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

WORKSHOPS

The Service Corps of Retired Executives (SCORE) is sponsoring a full-day workshop on **Cash Flow & Profit Planning** on November 12. All workshops are held at Rock Valley College Tech Center, 3301 N. Mulford Rd., Rockford. For more information or to register call 815/962-0122.

Pricing for Profit: Strategies & Tactics. Sponsored by the Executive Development Center, University of Illinois at Urbana-Champaign, this intensive two-day seminar to improve your pricing decision-making abilities will be held in Chicago at the Tremont Hotel on November 5-6. The fee of \$900 includes luncheons, refreshments and all classroom materials. For more information or to register call 217/333-9961.

Marketing Strategy for High-Technology Products, sponsored by the Executive Development Center, University of Illinois at Urbana-Champaign. Participants in this highly interactive two-day seminar will learn a new approach for examining the critical issues in marketing a high-technology product or service. The seminar will be held at the Drake Oakbrook Hotel on November 12 and 13. The fee of \$900 includes luncheons, refreshments and all classroom materials. For more information or to register call 217/333-9961.

Expo Planned for Small Businesses — The Chicago Small Business Expo is the only tradeshow in the metropolitan Chicago area to focus exclusively on the small business community. Now in its ninth year, the two-day event provides the ideal forum for all companies to showcase their products and services. Small- and medium-sized firms are invited to attend in order to expand their network of purchasers and suppliers. Large corporations and government agencies also participate in order to educate and find new opportunities to better serve local business clients.

This annual exposition and seminar program distinguishes Chicago as a dynamic and rewarding marketplace. It also highlights the success and potential of the region's fastest-growing economic sector — small business. Sponsored by the Chicagoland Chamber of Commerce, the EXPO will be held at the Merchandise Mart Expocenter, 350 North Orleans, Chicago, on November 12 and 13. Admission is free. For more information call 312/580-6913.

U. S. Government Recognizes Small Business — The 30th annual celebration of national Small Business Week, May 9-15, 1993, will spotlight the men and women who, through their independent entrepreneurial spirit, play a vital role building our communities and the economy. Any individual or organization dedicated to the support of the small business community in the U.S., including, but not limited to, trade and professional associations and business organizations, may submit nominations for Small Business Person of the Year, Advocate and special Small Business Week awards. Nominations must be typewritten on 8 1/2"x11" paper, collated in a folder or notebook and postmarked or delivered to the Illinois Regional SBA office, 500 West Madison Street, Room 1250, Chicago, IL 60661, no later than November 8. For more information call 312/353-4528.

Financing Resources — The Illinois Minority, Women and Disability Business Loan Program provides direct financing to small businesses at a below-market interest rate in cooperation with private/public sector lenders. The purpose of the program is to help minority-, women- and disabled-owned businesses create or retain jobs. The Department of Commerce and Community Affairs administers the program. In order to apply for this program clients must contact their area Small Business Development Center (SBDC). A staff professional works with companies in order to identify financing needs, develop a working business plan and complete the necessary applications. To contact the SBDC in your area, call the Illinois Business Hotline at 1/800-252-2923, between 10:00 a.m. and 3:00 p.m. Tuesday through Thursday.

NETWORK NEWS

The Women's Business Development Center presents **How to Access Financing** on November 12, 12:00 p.m. to 1:30 p.m.; **Before You Start Your Business** on November 3, from 12:30 p.m. to 3:00 p.m., November 5, from 5:30 p.m. to 8:30 p.m., and November 19, from 12:30 p.m. to 3:00 p.m.; and, **Workshop For Women Business Owners On Expanding Your Market To Government And Corporate Buyers** on November 24, from 1:00 p.m. to 3:00 p.m., at 8 South Michigan Avenue, Suite 400, Chicago. For further information and to register, call 312/853-3477.

WOMEN IN BUSINESS

With more than 22,000 women-owned businesses in DuPage County...the time is now for a Women's Business Council. On November 10, the Greater DuPage Women's Business Council will hold their first public meeting to demonstrate how this new organization will coordinate organizations, agencies, businesses and educational entities concerned with women's business issues. The Council is part of a statewide network of WBCouncils which advocate on behalf of women business owners and provide linkages to a variety of business development resources. For detailed information about the meeting please call the Greater DuPage Women's Business Council at 708/769-0890.

SEMINARS

The Business Service Center at Richard J. Daley College is sponsoring the following November workshops at 7500 South Pulaski Road, Building 200, Chicago:

Business Start-Up Forum, November 18, from 9:00 a.m. to 12:00 p.m.

Positioning Your Business For Success, November 17, from 6:00 to 8:00 p.m.

The Eleven Most Important Marketing Strategies, November 18, from 6:00 to 8:00 p.m.

The Business Plan As Your #1 Management Tool, November 10, from 6:00 to 8:00 p.m.

Taxes and The Small Business, November 19, from 6:00 to 8:00 p.m.

Break Even Analysis, November 16, 7:00 to 9:00 p.m.

Part I: How To Beat The Tax Man: Income and Estate Tax Savings Opportunities for the Small Business Owner — Part II: How To Deal With A Customer Or Supplier That Is In Bankruptcy, Or Is Exhibiting Signs That A Bankruptcy May Be Imminent, November 5, from 7:00 to 9:00 p.m.

For more information on these seminars or to register call 312/838-0300.

Triton College Small Business Center, 2000 Fifth Avenue, River Grove, will hold the following November seminars on campus: **Tax Basics for the Small Business Owner**, November 3, from 8:00 a.m. to 12:00 p.m.; **Tax Specifics for Individuals**, November 3, from 1:00 to 5:00 p.m.; **Getting To Go: An Entrepreneurial Self Assessment**, November 12 from 7:00 to 10:00 p.m.; and, **Subcontractor Selection**, November 17, from 6:00 to 9:00 p.m. For more information or to register call 708/456-0300, ext. 246.

Rock Valley College Technology Center will hold the following November seminars: **Stereolithography**, November 4, 5 and 6, and December 1, 2 and 3, from 8:00 a.m. to 5:00 p.m.; **Regression Correlation/Anova**, November 4 and 5 from 9:00 a.m. to 4:00 p.m.; **ISO 9000: 14 Steps to a Successful Audit — The Foxboro Company Model**, on November 16, from 9:00 a.m. to 4:00 p.m.; and, **Business Writing Skills For The Executive Secretary**, November 18, from 8:30 a.m. to 3:30 p.m. For more information or to register call 815/654-5502.

The Illinois Association of Non-Profit Organizations is sponsoring **Researching Foundations A to Z** from 10:00 a.m. to noon and **7 Steps to a Winning Proposal** from 1:00 p.m. to 3:00 p.m. on November 2 at 166 W. Washington, Chicago. For more information or to register call 708/386-9385.

BUSINESS BULLETIN DEADLINE

Materials for inclusion in the December Illinois Business Bulletin must be received by November 10, 1992. Write: Illinois Business Bulletin, DCCA, 100 W. Randolph, Suite 3-400, Chicago, IL, 60601, or call Cindy Panayotovich at 312/814-2334, or fax 312/814-2807.

INTERNATIONAL TRADE SHOWS

November 8-12
PACK EXPO '92
McCormick Place
Chicago, Illinois

EDITOR'S NOTE

Corrections to October Bulletin: Entrepreneurial Resources Day attendees included The LaSalle Bank. Also, The Haines Group was inadvertently misspelled.

ILLINOIS BUSINESS HOTLINE 800/252-2923. . . . TDD relay: 800/526-0844 (hearing impaired)

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A Publication of the Illinois Department of Commerce & Community Affairs

Illinois Department of Commerce
and Community Affairs
620 East Adams
Springfield, IL 62701



Jim Edgar
Governor

Jan M. Grayson
Director

January 1993

WORKSHOPS

The Service Corps of Retired Executives (SCORE) has scheduled counseling workshops on the following dates at offices of local Chambers of Commerce as indicated:

January 23	Aurora 708/897-9214
March 13	Glen Ellyn 708/469-0907
March 27	Downers Grove 708/968-4050

The Moraine Valley Breakfast Club meets the first Wednesday of each month, from 7:30 to 9:00 a.m. at the Moraine Valley Community College, 10900 South 88th Avenue, Palos Hills, and offers local businesses a forum to speak to other small business owners and share problems and ideas. At each meeting, participants have the opportunity to make presentations about their business and network with other business leaders. Cost is \$5 which includes a continental breakfast. For more information or to register call 708/974-5465.

Moraine Valley Community College will sponsor a TravelLearn Business Tour to the People's Republic of China from June 13 to June 25. The tour is designed specifically for executives and managers from small and medium-sized businesses who want to learn more about China, its business practices and its markets. Participants will attend a trade fair, explore business opportunities with Chinese buyers and suppliers, as well as visit local business organizations and manufacturers. The tour will also provide an occasion to establish trade relationships. For more information about the TravelLearn Business Tour to China call Hillary Gereg, director of the Small Business Development Center, at 708/974-5465.

Automation has arrived! The Illinois Business Hotline is now fully automated for clients. Accessible throughout the state, the Hotline provides recorded assistance to prospective and existing business owners in identifying local Small Business Development Center Network members, financial programs, local resources and information on the Small Business Utility Advocate. The Illinois Business Hotline can be reached by calling 1/800-252-2923.

Matchmaker, Matchmaker . . . Plan now to attend the 1993 Matchmaker Conference for Businesses Owned by Minorities, Females and Persons With Disabilities on January 26, 1993, at the State of Illinois Center in Chicago. Sponsored by the Illinois Department of Central Management Services, Minority and Female Business Enterprise (MAFBE) Council, this successful annual event links MAFBE vendors with state purchasing agents on a one-on-one basis. The conference begins at 10:00 a.m. with a vendor workshop, "Adjusting to a Changing Economy." The opening ceremony is at 1:00 p.m.; agent contacts will be made between 1:30 - 4:30 p.m. Pre-registration is required by January 15, 1993. For more information call 312/814-4190.

Economic Development Board Chair Named - Governor Jim Edgar has named John Rau, former president and CEO of LaSalle National Bank, as chairman of the Illinois Economic Development Board. Rau, 44, thus becomes Edgar's prime adviser on economic development. At a November 11 press conference, Rau said he favors airport expansion in Chicago and is opposed to casinos here. Edgar has yet to appoint 24 additional members to the new board.

Literacy Assistance - Secretary of State George H. Ryan, Chairman of the Illinois Literacy Council, has announced the availability of workplace literacy grant applications for fiscal year 1994. Grant awards up to \$10,000 will be made to businesses to work in partnership with educational providers to upgrade employees' job-related basic skills. Businesses are required to match state funds with an equal or greater amount of company funds and to offer training at business sites. Businesses report a number of compelling reasons for starting workplace skills training programs, including the need for employees to work effectively with new technologies, production processes and communication issues as companies move toward self-directed work teams, quality and customization demands and customer service issues. A Workplace Literacy Kit is available upon request. It includes a video, a brochure and a "How to Get Started" booklet. Businesses interested in applying for Secretary of State workplace literacy funds for programs to begin July 1, 1992, are invited to contact the Literacy Office at 217/785-6926 to request application information which becomes available in early January. Completed applications are due April 1, 1993.

Electronic Network Available – The Small Business Administration (SBA) announced a new SBA On-Line service to provide information about SBA programs throughout the country and locally. The number is 1/800-859-4636 and is open 24 hours, seven days a week.

Business Bulletin Deadline – Materials for inclusion in the February Illinois Business Bulletin must be received by January 2, 1993. Write: Illinois Business Bulletin, DCCA, 100 W. Randolph, Suite 3-400, Chicago, IL 60601 or call Cindy Panayotovich at 312/814-2334, or fax 312/814-2807.

SEMINARS

McHenry County College will hold the following courses: **Retail Organization**, beginning Tuesday, January 12 for five consecutive Tuesdays (1/12-2/9), from 7:00 to 9:50 p.m.; **Personnel & Inventory Management (Retail)**, beginning February 16 for five consecutive Tuesdays (2/16-3/16); from 7:00 to 9:50 p.m.; **Retail Accounting & Control**, beginning March 23 for five consecutive Tuesdays (3/23-4/27) from 7:00 to 9:50 p.m.; **International Payments and Banking**, beginning January 11 for five consecutive Mondays (1/11-2/8) from 7:00 to 9:50 p.m.; **International Marketing**, beginning February 15 for five consecutive Mondays (2/15-3/15) from 7:00 to 9:50 p.m.; **International Business: Japan & Korea**, beginning January 9 for five consecutive Saturdays (1/9-2/6) from 7:00 to 9:50 p.m.; and, **International Business: Mexico**, beginning February 13, for five consecutive Saturdays (2/13-3/13) from 7:00 to 9:50 p.m.

Daley College Business Service Center, 7500 South Pulaski Road, Building 200, Chicago, will hold the following seminars: **Business Start-Up Forum**, January 13 from 9:00 a.m. - noon, \$35 pre-paid, \$50 at door; **How to Write a Marketing Plan that Produces Results**, January 23 from 9:30 - 11:30 a.m., \$30 pre-paid, \$40 at door; **Evaluating Your Business Idea - Making An Informed Decision To Start A Business**, February 11 from 9:00 a.m. - noon, \$40 pre-paid, \$50 at door; and, **Business Start-Up Forum**, February 17 from 9:00 - noon, \$35 pre-paid, \$50 at door. For more information or to register call Judith Gilbert at 312/838-0300.

WORKSHOPS

(continued)

Latin American Chamber of Commerce Calendar of Events – The following events will be held at the Latin American Chamber of Commerce, 2539 N. Kedzie, Suite 22 from 9:00 to 10:30 a.m. "How to do business with the Chicago Transit Authority (CTA) and Upcoming Bid Opportunities" on January 13; "Contracting with the City Colleges of Chicago" on January 27; "How to do business with the Illinois Department of Transportation" on February 10; and, "Contracting Procedures with Metra" on February 24.

The Small Business Development Center at Western Illinois University and Spoon River College will co-sponsor "How to Start Your Own Business" from January 25 through April 5. This ten-week course will assist new and expanding businesses develop a strong business plan and will offer advice on topics such as market research, financing, accounting and tax considerations. Sessions will be held every Monday from 6:00 - 8:55 p.m. at the Spoon River College Macomb Campus, 208 S. Johnson (Room 110); \$39 in-district tuition, \$49 out-of-district tuition. Enroll by calling 309/837-5727.

INTERNATIONAL TRADE SHOWS

January 10-13, 1993

The International Housewares Exhibit

National Housewares Manufacturers Association
McCormick Place East
Chicago, Illinois

January 25-27, 1993

International Air-Conditioning, Heating and Refrigerating Exposition

International Exposition Company
McCormick Place East
Chicago, Illinois

February 8-11, 1993

PROMAT

Material Handling Alliance
McCormick Place North
Chicago, Illinois

February 21-24, 1993

The International Exposition for Food Processors

Food Processing Machinery & Supplies Association
McCormick Place East
Chicago, Illinois

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February 1993

WORKSHOPS

The Small Business Development Center, 8 South Michigan, Suite 400, Chicago, is sponsoring 4 Workshops in 4 Weeks — Take the FastTrack to Business Ownership, January-June 1993. The FastTrack consists of four sequential workshops designed to be completed in one month which offer you the skills and techniques essential for a successful business start-up. The FastTrack series offers practical information on starting and growing your business; a nuts and bolts approach to developing and implementing your own business; structural coursework directed to helping you complete a business plan; and, group interaction and networking. Workshop 1: Before you Start; Workshop 2: Market Research; Workshop 3: Financial Analysis; Workshop 4: The Business Plan. For more information or to register call the SBDC at 312/853-3477.

The Business Service Center of Daley College has scheduled a workshop entitled "The Business Start-Up Forum" on Wednesday, February 17, from 9:00 a.m. to 12:00 noon on the Daley College campus, 7500 South Pulaski Road, Building 200. After attending the forum, participants are entitled to a free follow-up confidential counseling session. For more information or to register call the Business Service Center at 312/838-0300.

The Daley College Business Service Center is sponsoring a three-hour seminar on "Evaluating Your Business Idea—Making an Informed Decision to Start a Business," on Thursday, February 11, from 9:00 a.m. to noon on the Daley College campus, 7500 South Pulaski Road, Building 200. Enrollment is not guaranteed unless registered in advance. For more information or to register call the Business Service Center at 312/838-0300.

The World At Your Door — Has your company explored the International Marketplace? If not, you could be missing out on a world of opportunities. Think about this:

- ◆ Illinois exports in 1991 totaled \$16.5 billion
- ◆ In the past decade, Illinois exports have grown annually at a faster rate than the U.S. average
- ◆ In the manufacturing sector, one out of every five jobs is dependent on exports
- ◆ Only ten percent of the small businesses in Illinois are active in the export market, despite the fact that an estimated 60 percent are viable international players
- ◆ International sales are the key to long-term business survival in today's competitive global environment
- ◆ Illinois industries with significant export potential include: Industrial Machinery, Electrical Equipment, Chemicals and Plastics, Metals and Food Products.

The Illinois Department of Commerce and Community Affairs' (DCCA) International Business Division provides a full range of support services to assist Illinois companies expand their foreign marketing efforts and maintains an extensive network of foreign trade offices. In addition to organizing the participation of Illinois companies in international trade shows, missions and catalog shows, the International Business Division identifies foreign trade lead opportunities for Illinois businesses.

DCCA's International Trade Centers provide individualized export assistance to Illinois manufacturers by utilizing international market research to evaluate key overseas opportunities and by identifying potential foreign buyers, agents and/or distributors through trade leads. These centers also offer information and training programs on export procedures, distribution, methods of payment and foreign business practices; maintain an extensive collection of international trade reference materials; and, serve as access to the DCCA's International Business Division and all other federal and state export resources.

Take advantage of the many resources the State of Illinois offers to help your company enter the international marketplace. Don't miss out on a world of opportunities. Contact your local Small Business Development Center today by calling the **Illinois Business Hotline at 800/252-2923**.

WOMEN IN THE KNOW . . . EXPORT! — Less than nine percent of the more than 220,000 Illinois women owned businesses are currently exporting to international markets. What do they know that you don't?

This is your chance to find out . . . the Department of Commerce and Community Affairs, with the U.S. Small Business Administration District Office and Coopers & Lybrand, will present the first conference for women business owners who are investigating or already exporting to international markets. For information about the May conference, call Mollie Cole, Women's Business Advocate, at 312/815-7176, or Roberta Janis, Coordinator International Assistance & Trade Shows, at 312/814-7170.

SEMINARS

McHenry County College Center for Commerce and Economic Development, 8900 U.S. Hwy. 14, Crystal Lake, offers an extensive array of Spring seminars and programs for January/February/March 1993. For more information or to register call 815/455-8534.

The American Management Association is sponsoring a one-day workshop for marketing professionals, salespeople, fund raisers, personnel directors...anyone who wants to learn how to write, edit, design and produce better newsletters. Locations and dates are as follows: **Chicago** (Westmont)-Inland Meeting Center on March 8; **Champaign**-Chancellor Hotel on February 23; **Rockford**-Howard Johnson Motor Lodge on February 24; and, Springfield - Best Western Springfield East on February 22. For more information or to register call toll free 800/255-4141.

Under a state-sponsored program, Moraine Valley Community College will soon be able to help area companies do business with the new European Community Market (ECM) and remain competitive in the global market. A \$383,000 Illinois Department of Commerce and Community Affairs (DCCA) grant will provide training for instructors from Moraine Valley and several other area community colleges in ISO 9000 international quality standards - a set of five individual but related international standards on quality management and quality assurance. In turn, the colleges will offer the training on the process of installing the standards to any businesses that want to export good to the ECM. For more information call 708/974-5281.

BUSINESS BULLETIN DEADLINE

Materials for inclusion in the March Illinois Business Bulletin must be received by February 5, 1993. Write: Illinois Business Bulletin, DCCA, 100 W. Randolph, Suite 3-400, Chicago, IL 60601 or call Cindy Panayotovich at 312/814-2334, or fax 312/814-2807.

INTERNATIONAL TRADE SHOWS

February 8-11, 1993

PROMAT

Material Handling Alliance
McCormick Place North
Chicago, Illinois

February 21-24, 1993

The International Exposition for Food Processors

*Food Processing Machinery & Supplies
Association*
McCormick Place East
Chicago, Illinois

March 8-11, 1993

The National Plant Engineering & Maintenance Show

National Association of Manufacturers
McCormick Place East
Chicago, Illinois

ILLINOIS BUSINESS HOTLINE 800/252-2923. . . . TDD relay: 800/526-0844 (hearing impaired)

The ILLINOIS BUSINESS BULLETIN informs business organizations and leaders of key small business issues and activities and is a cooperative effort among the Illinois Department of Commerce and Community Affairs, The U.S. Small Business Administration and the Illinois Small Business Development Center Network. To include information in the ILLINOIS BUSINESS BULLETIN, write Cindy Panayotovich, Department of Commerce and Community Affairs, 100 W. Randolph, Suite 3-400, Chicago, Illinois 60601. Deadline for information is the 10th of each month, preceding publication date.

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